



Project Manager

Job description

The Prolepsis Institute is seeking a Program Manager who will undertake the management of national European and international projects in the field of Public Health, including both applied (humanitarian) and research ones. Responsibilities include, but are not limited to:

Job Responsibilities

- Organize and coordinate both scientific and administrative staff, ensuring smooth execution of the planned tasks, in the context of good practices and cooperation.
- Participate in the planning of time schedules, methods of implementation and relevant budgets; assess the necessary qualifications of the involved staff; determine and describe the project deliverables, etc.
- Monitor the contractual obligations of those involved, i.e., on-schedule implementation of the action plan and deliverables, staff allocation and expenses, smooth budget execution, etc, always in compliance with the conditions set in each project or contract.
- Forecast and implement risk management; response to emergencies through the preparation of alternative plans and appropriate adjustment of staff, schedule, budget, etc.
- Participate in projects' meetings in Greece and abroad.
- Develop and implement a quality evaluation system for each project; measure staff efficiency.
- Monitor financial inputs based on proposals.
- Participate in the process of new projects' proposals.
- Coordinate the preparation of projects' reports and final deliverables (excluding the scientific part).

Selection Criteria

- At least 3 years of proven working experience with corresponding administrative and/or managerial responsibilities.

- Bachelor's degree in Business Administration or in a relative field and a relevant postgraduate degree either of a Greek University or of equivalent foreign institutions.
- Fluency in both Greek and English language, written and spoken.
- Excellent knowledge of MS Office (including excel); use of statistical packages is desirable
- Excellent organizational and communication skills.
- Team spirit and ability to meet strict deadlines.
- Awareness of nonprofit organizations' structure is desirable.
- Ability to travel for business meetings abroad.
- Knowledge of the European framework for programs and funding (desirable)
- Training or experience in the implementation of the PM² (Project Management Methodology developed by the European Commission) in European programs will be highly appreciated.
- Genuine interest in our mission.

*CVs to be sent to the following email address:
s.tsompana@proleptis.gr*