

DATE: 11/09/2019

JOB TITLE: PROJECT MANAGER (FULL TIME)

LOCATION: BRUSSELS, BELGIUM

DEVELOPMENT Solutions Europe Ltd. (DS) is a European consultancy and serves the international donor and business community in support of EU-funded sustainable development and business facilitation projects, primarily in emerging markets. DS work covers the fields of international trade and economy, environmental conservation and energy efficiency, and business facilitation to SMEs. This expertise is built on our strong grounding in project design and management, research, policy analysis and business, public and government relations. Further information regarding projects and expertise is available at www.development-solutions.eu.

DS is implementing the EU-funded *Competition Cooperation Project*, which runs from 2018-2022. The overall objective of this action is to foster cooperation in competition policy and serve as a platform for dialogue and the exchange of good practices between the EU and Asia, notably through the organisation and implementation of Competition Weeks, Competition Summer Schools and secondments.

We are currently seeking a **highly motivated Project Manager to join the DS office in Brussels**. Reporting directly to the DS Management Board, the person will take oversight of all project outputs and deliverables including, but not limited to i) regular liaison and meetings with the client and partners; ii) coordinating and overseeing the work of team members in Brussels and Beijing; iii) overseeing the Expert Team input in project deliverables; iv) managing and implementation of the project activities in Europe and Asia; v) regular reporting on project progress; vi) overseeing the budget and financial reporting; vii) ad-hoc assignments related to project management.

QUALIFICATIONS – IDEAL CANDIDATES REQUIRE:

- Graduate degree or higher, preferably in EU law, international trade, economics or politics, project management or related fields;
- Minimum 1 year proven working experience in leading or co-managing EU-funded, international or government projects;
- Understanding the nature of and proven experience in project management and event management;
- Excellent communication and relationship-building skills;
- Ability to work with limited direction, and capacity to ensure strong coordination with colleagues, as well as strong organizational skills;
- Thoroughness and strong attention to detail;
- Reliable, highly motivated and hard-working;
- Ability to work in a fast-paced environment and on multiple assignments at once;
- Competence in Microsoft Office (Word, Excel, PowerPoint, etc.) and Outlook;
- Excellent knowledge in spoken and written English; and
- Willingness to travel abroad.

Applicants should have the right to live and work in Belgium, DS is not able to sponsor work permits.

APPLICATION INFORMATION: Interested candidates are encouraged to send an application including their CV and Cover Letter, explaining how their profile corresponds to the qualifications of this position, to linda.koning@development-solutions.eu indicating “Project Manager in DS Brussels Office” in the email heading. In your application, please indicate your soonest availability to take up this position.

Deadline for applications is 25 September 2019.

Only short-listed candidates will be contacted for interviews. Applications will be reviewed on a rolling-basis.