

Job Title: Project Manager

Due Diligence Helpdesk on EU Sanctions for EU SMEs dealing with Iran

Location: Brussels, Belgium

[The Due Diligence Helpdesk on EU Sanctions for EU SMEs dealing with Iran](#) is a project funded by the European Commission. It aims to support EU businesses that are willing to engage with Iran to do so in compliance with EU legislation and within the framework of the Joint Comprehensive Plan of Action (JCPoA). The Helpdesk provides EU SMEs with free-of-charge due diligence verifications on specific business projects in Iran, assessing their compliance with EU restrictive measures (sanctions). The objective is to reassure EU SMEs and their financing partner institutions regarding the legitimacy of their intended business activities in Iran, thus demonstrating the EU's continued commitment to the JCPoA.

The Helpdesk is looking for a highly motivated Project Manager to lead daily operations and implement the communication strategy. The Project Manager's responsibilities include the following:

- Project management, including task design and assignment;
- High-quality research, analysis and technical writing in English to support the project deliveries;
- Design and delivery of the communication strategy, networking, outreaching activities and stakeholder liaison;
- Oversight of the administrative and technical tasks in relation to our due diligence services;
- Coordination of the design and delivery of the integrated marketing plan: web-based, social media, print, events, coordination with third parties;
- Administration of budget, and oversight of internal compliance with project rules;
- Monitoring and evaluation activities;

Prospective candidates will possess the following qualifications and skills:

- Master's degree in international trade, economics, international relations, political science and/or law;
- Proven record of project management and leadership. Powerful coordination and organisational skills, as well as human resource management skills;
- Strong background in communications/marketing. Excellent communication skills for interaction with project experts and stakeholders;
- Experience engaging stakeholders and organising events and conferences;
- Strong research skills;
- Familiarity with EU's trade policy and sanctions regime;
- Reliability, initiative, thoroughness, and attention to detail;
- Excellent command of written and oral English. Strong writing, editing, proofreading, layout, and design skills, including the ability to present concepts verbally;
- Candidates must have the right to live and work in Belgium.



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Application information

Interested candidates should send their cover letter and resume at info@sanctions-helpdesk.eu, using 'Project Manager Application_Name' in the subject line. Please indicate clearly whether you are currently available for an interview and your current location. Only short-listed candidates will be contacted for interviews.

Deadline for applications is 5 September 2021.

*www.sanctions-helpdesk.eu
email: info@sanctions-helpdesk.eu*

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