**Project Manager**

Application closing date: June 22, 2018

Employment start date: July 2018 (upon agreement)

Place of work: Bratislava

Academic background:

* University degree in social studies or humanities

Language skills:

* Advanced knowledge of English (C1–C2 both oral and written)
* Knowledge of Czech, Hungarian or Polish an advantage

Required experience:

* Position suitable for fresh graduate
* Previous experience of volunteering or working in non-profit sector an asset

Background and key competences:

* Ability to meet deadlines and to prioritize;
* Good communication skills;
* Ability to accept new challenges and to learn new things;
* Ability to work independently and in team;
* PC literacy (Word, Excel, PowerPoint)

Job description:

* Providing guidance and consultations to potential applicants;
* Processing applications for projects/scholarships/residencies;
* Supervising the implementation of the projects until its conclusion;
* Preparing reports (analyses, statistics, etc.)

Contract duration:

* Fixed-term contract (replacement during maternity leave)

Contract type:

* Full-time (40 hours/week)

Salary (gross):

* €1,100–1,300/month (depending on experience)

Send your CV and motivation letter in English to visegradfund@visegradfund.org by COD Friday, June 22, 2018 at the latest.

The International Visegrad Fund reserves the right to contact successful candidates only.

By sending her/his CV and motivation letter, the candidate expresses consent to the processing of her/his personal data for the purposes of evaluating her/his candidacy for the period necessary to terminate the recruitment process. The applicant also declares that the personal data provided are accurate and provided based on her/his free will.