



Job Opportunity – Call for Applications

The International Centre for Black Sea Studies (ICBSS) is currently looking to recruit a **Junior Project Manager with experience in maritime affairs and blue economy**, to support the implementation of ICBSS' new projects co-funded under ENI/2020/421-957 in the context of the Action "Support to the Implementation of the Eastern Partnership Multilateral Dimension, Northern Dimension and the Black Sea Synergy - BSEC PERMIS".

Deadline for application: Friday 21 May 2021, 23.59pm EEST

Responsibilities:

- Support the Research and Policy Development Manager in the implementation of projects' activities, such as drafting of deliverables and reports, organisation of events, etc;
- Produce high quality scientific papers pertaining to blue economy sectors, including but not limited to, sustainable tourism, cultural tourism, maritime transport, circular economy;
- Monitor project progress regularly, prepare status reports and identify issues, if any;
- Support the execution of related technical activities (interim, final technical and financial reports).

Essential Requirements:

- Minimum 3 years of professional experience in national or EU funded projects (e.g. H2020, Interreg, Erasmus+) implementation, with a specific focus on maritime affairs and blue economy.
- University degree in Political Sciences, International Relations, Public Affairs, Public Policy, Economics, or relevant discipline in social sciences or humanities. A postgraduate degree will be considered an additional asset.
- Fluency in English.
- Experience using MS Word, Excel, PowerPoint.
- Strong communication and organizational skills, including ability to write concise reports.
- Ability to keep a strong focus and to work effectively with little supervision.
- High sense of confidentiality.
- Ability to work effectively with people of different national and cultural backgrounds.



- **For non-Greek Nationals: Valid Work permit for Greece.**

Terms of recruitment:

The position is on a paid, part-time basis.

Submission of application:

Interested candidates should send their **CVs (max. 3 pages)** and a **Letter of Motivation (1 page)** to the following email: hr@icbss.org, with reference code: **JV2021_YourLastName**

Any applications received past the deadline will not be accepted. Please note that only shortlisted candidates will be contacted. Interviews will be planned around end-May 2021, via zoom.

** In full compliance with the EU General Data Protection Regulation (GDPR 679/2016)*

** ICBSS is committed to equal opportunities in the evaluation and recruitment of its personnel, and it does not discriminate on the basis of gender, race or ethnic origin, religious and other convictions, sexual orientation, age, or disability.*