



To accommodate and support victims of human trafficking
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JOB POSTING

Project Coordinator

The Company:

Payoke is an anti-human trafficking NGO and support centre for victims of human trafficking based in Antwerp.

We are seeking an experienced Project Coordinator to drive the day-to-day implementation of EU-funded projects.

Job Responsibilities:

The Project Coordinator will accomplish strategic objectives by overseeing multiple project activities in the general management of EU-funded projects. He/she will coordinate work packages and tasks with project partners and carry out general contract implementation and project reporting (EU Funding Programmes AMIF and REC).

Job Duties:

The Project Coordinator will be in charge of the day-to-day management and coordination of the projects assigned to him/her, take part in the development, review and approval of work documents, ethical guidelines, evaluation and communication plans. He/she will:

- conduct research and draft documents (guidelines, reports, training material, etc.);
- liaise with partner organizations to coordinate project activities and collect input;
- comment, review and edit all project deliverables, before publication and dissemination;
- prepare, organise, manage, implement and follow-up events as per project plan;
- participate in meetings, contribute to monitoring and evaluation by providing timely narrative reports to submit to the donor and by assisting the external evaluator in her tasks;
- ensure effective communication and dissemination of project outcome and results, in particular by using the project website, professional networks, partners websites and social media accounts to disseminate project results, press releases, publications and presentations;
- keep track of project activities and assist financial manager with accounting and financial reporting;
- Liaise with managing counterparts in the European Commission.

Skills:

- Post-graduate University Degree in a related field (political and social science, international relations, management, European studies, intercultural management etc.);
- Proven professional experience managing EU funded projects;
- Deadline orientated with excellent planning and organisational skills, eye for detail, team spirit, ability to work under pressure and to meet deadlines and priorities;



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- At least 3 years work experience in project, event, communications, funding or office management;
- Excellent knowledge of EU institutions and policies,
- Knowledge of human trafficking or related issues highly desirable;

- Excellent written and oral English; Dutch would be a plus;
- Excellent communication skills especially in writing;
- Advanced IT user skills (Excel, Word, social media);
- Ability to research, evaluate, negotiate, establish and maintain relationships with members, partners and officials;
- Cultural awareness and flexibility;
- Willingness and availability to travel.

Vacancy Specification:

The position is intended to be a full time one, initial fixed-term contract under Belgian law.

The job is based in Antwerp, where Payoke offices are located with a possibility of telework.

The interviews will be conducted in September, and the expected start date is October 1st 2019.

Application:

To apply for this position, please email your **resume** with a **motivation letter** and an **unedited writing sample** (in English) to silvia.lamonaca@payoke.be by **Friday, August 30th 2019**.
References welcome.

Please make sure to include the job title “Project Coordinator” and your name in the subject line of the email.

Compliance with Payoke Data Protection and Privacy Statement:

Please include the following statement in your motivation letter, authorising Payoke to process your personal data. Without this statement, your application will not be considered and your application will be deleted.

“I hereby consent to Payoke collecting and processing my personal data for the exclusive purposes involved with seeking employment in line with current GDPR regulations.”