

Position Name: Project Manager, EU Confidence Building Facility	Employment Regime: Seconded	
Ref. number: ARM 79	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Project Manager, EU Confidence Building Facility reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To manage the EU Confidence Building Facility (CBF), a funding programme for small projects aiming to promote confidence building within Armenia. Established in 2015, the programme is open to registered organisations, companies and other legal entities active in all spheres of society, with the aim of bringing people together in accordance with the OPLAN and other relevant planning documents;
- To manage the budget proactively and to ensure that funds are spent in compliance with the OPLAN and relevant planning documents;
- To oversee overall grants flow process, to document procedures, and to manage all aspects of process implementation;
- To facilitate grant application processes, in compliance with the EU Financial Regulation and procurement (PRAG), in co-operation with the Mission's Procurement Section;
- To develop and provide instruction on grants administration policies, procedures and guidelines to grants recipients;
- To identify, assess, and propose activities relevant for confidence building in the local and regional context, and to provide advice on the feasibility and sustainability of projects;
- To ensure that the activities are properly coordinated within the Mission as well as with external stakeholders;
- To manage, evaluate and report on all aspect of the projects; to ensure that activities are implemented in line with plans, and to monitor, evaluate and to contribute to learn lessons;
- To maintain a network of contacts within the Mission and across Armenia, including International Organizations, local NGOs and others;
- To identify, analyse and report on incidents and risks pertaining to the programme;
- To ensure that the programme is up to date on legal issues in the operating environment;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To contribute to talking points, prepare and give presentations; to prepare presentations on behalf of others; to take meeting minutes;
- To keep the Mission management informed on progress and challenges;
- To contribute to Mission reporting on Confidence Building;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;

AND

- A minimum of 4 years of relevant professional experience, (including planning, implementation and evaluation of projects) after having fulfilled the education requirements;

5. Essential knowledge, skills and abilities:

- Proven experience in project/programme management;
- Teamwork and problem-solving skills;
- Project/programme management skills.
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Time management skills and the ability to prioritise;
- Conflict sensitive approach.

6. Desirable Qualifications and Experience:

- Experience in grant management;
- Experience in Civil Society support;
- Experience in peace building and/or confidence building efforts;
- International experience, particularly in a conflict/post conflict environment.

7. Desirable knowledge, skills and abilities:

- Knowledge of and/or experience in working with EU Financial Regulations and procurement (PRAG);
- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Knowledge of the socio-political context and the civil society sector in the South Caucasus; Ability to work both independently as well as a member of a team;
- Knowledge of Russian and/or Armenian language(s).