**Job Description**

# **Job title:** Project Coordinator.

# **Employer:** European Blind Union (EBU).

# **Sector:** Non for profit.

# **Type of contract:** full-time (35h per week) and fixed term, French-law.

# **Duration of contract:** 21 months, from april 2021 to 31/12/2022.

Salary: €2600 monthly gross + 13th month + lunch vouchers and complementary health insurance.

# Reports to: The Executive Director

# Job overview/main mission:

This post has the objective of coordinating the successful implementation of the PARVIS project in line with the agreed project plan and in close consultation with the consortium partners. This includes the development of audio-visual material. PARVIS is an EC-supported project aiming at large-scale and rights-based awareness raising amongst a wide range of stakeholders.

# Responsibilities and duties:

* Details the implementation plan of the PARVIS project
* Ensures the project’s day-to-day implementation and supports consortium members in their work
* Ensures quality reporting on progress of the project, both activity and financial reporting as requested by the EC
* Keeps EBU members up-to-date about PARVIS through accessible internal communication
* Motivates EBU members to play an active role in PARVIS.
* Conceptualises and Develops audio-visual material as planned by the project consortium
* Upon request, Collaborates with the Project Officer to help implement EBU’s ongoing project work outside the scope of PARVIS.

# Qualifications and skills required:

* 2-3 years of professional experience in EC project management
* At ease with graphic design software
* An excellent command of English
* Other languages an asset
* Experience and a track record in working as part of consortia and/or international teams
* Excellent team leadership skills (coordination, prioritization and time management)
* Accuracy and attention to detail
* Knowledge of human rights and disability rights are an asset.

# **Last updated:** march 2021.

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