**Job Description**

# **Job title:** PARVIS Project Coordinator.

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

# **Sector:** Non for profit.

# **Type of contract:** Part-time (17,5h per week) and fixed term, French-law.

# **Duration of contract:** 2 years, from February 2021 to 31/12/2022.

Salary: €1300 monthly gross + 13th month + lunch vouchers and complementary health insurance.

# 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. PARVIS is an EC-supported project aiming at large-scale and rights-based awareness raising amongst a wide range of stakeholders.

Moreover, the post of PARVIS Project Coordinator will also provide support to EBU’s ongoing project activities, as necessary and as deemed opportune by the Project Officer.

# Responsibilities and duties:

* Details out 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
* Supports the Communication Officer in keeping EBU members up-to-date about PARVIS through accessible internal communication
* 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
* 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 a strong asset.

# **Last updated:** February 2021.

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