

Country: North Macedonia

Status: Opened

Deadline: 01/04/2020

PROJECT ASSISTANT STAGIARE

B&S Europe, BUSINESS & STRATEGIES IN EUROPE S.A., is an international consulting firm based in Brussels since 1991 and member of the GOPA group. Our company provides advice for technical assistance projects in developing and transition countries, particularly to Public and Governmental Institutions. Our main fields of expertise are Institutional Reform and Capacity Building, communication, outreach and PR, in areas such as EU Integration, Justice and Home Affairs, Regional and Local Development and Security and Good Governance (including support to civil society, elections, democracy, decentralization processes, etc.).

B&S Europe has managed projects in more than 100 countries worldwide and has a long standing involvement with clients including international donor agencies, particularly with the European Commission, National Governments and their agencies.

B&S has also permanent offices in Brussels, Beirut, Pristina, Bucharest **and Skopje**, but also representative offices in more than 10 countries. The company employs more than 55 full time staff and relies on a trustworthy and well experienced network of in-house and external experts to carry out the implementation of projects.

Job Purpose

In order to contribute to its International Expansion, B&S Europe is seeking one Project Assistants to join our local office team in Skopje dealing with the Balkans, ENI East, Latin America and Turkey. The duration of the internship will be six months.

Responsibilities

Under the supervision of the Team (SPM, PM and JPM), the Project Assistant will be responsible for conducting activities related to the ongoing support of the department.

He/she will support the department in operational and administrative tasks related to acquisition and management of projects while displaying a proactive attitude and commitment.

Specific duties and responsibilities:

1) Acquisition of projects

Assist the Team (SPM, PM and JPM) in daily tasks in bid preparation such as:

§ Search of experts;

§ Support to preparation of the team's technical offers (experts identification; technical and administrative aspects, etc.);

§ Desk Research to support business development;

§ Update and improvement of IT systems and databases;

§ Response to routine requests for assistance on bid preparation from the team members.

2) Management of projects

Assist the Team (SPM, PM and JPM) in project management daily tasks including:

§ Support to ongoing management of projects (receiving, revising and encoding invoices and timesheets, identification, evaluation, negotiation and mobilization of short-term expertise,

supporting the management of the local account and revision of expenses, completing administrative tasks, monitoring activities, etc.);

§ Response to standard problems in accordance with procedures and documents and flag any potential issue with the team;

§ Response to routine requests for assistance on project management from the team members.

3) Team work

§ Contribution to B&S working groups (regional, technical and thematic).

Proposal

- Possibility for field missions in some of the countries where Projects are implemented;
- Possibility to join a very motivated and professional Team;
- Very good work atmosphere and company culture;
- High level of responsibilities integrated within a highly horizontal management style;
- Exposure to a variety of interesting projects within a company with long-standing experience in working for EU Institutions all over the world;
- Possibility to develop professional consultancy skills, with a focus on governance, justice and public sector.

Qualifications and profile

- **Recent graduate or advanced student in Economics, Law, Political Sciences or similar**
- Proved interest in the cooperation and development field, in particular in the domains of Justice, Security, and Good Governance;
- Ability to interact with people and establish good relationships;
- Perfect fluency in English; the ability will be tested in case of interview;
- Knowledge of French or Spanish will be an asset; the ability will be tested in case of interview
- Capacity to work within a team;
- Capacity for independent decision-making and taking initiative;
- Computer skills MS Office (Excel Word Power Point), Internet, and database; the ability will be tested in case of interview
- Dynamic, good capacity of relationship and interaction with people, motivated, high level of commitment and integrity, honest and demonstrating a willingness to work for long term.

Conditions

This is a paid position for a period of 6 months, starting in April 2020, in Skopje, with possibility for long term engagement based on an interim evaluation.

The internship will be remunerated with a gross compensation between: 200 and 400 euros - based on the previous experience of the candidate.

Contact Details

Interested candidates should send their CV and motivation letter to the email address: aneta.spirkoska@bseurope.com with the heading "*Project Assistant*". Candidates acknowledge that they accept the personal data protection Policy as published in B&S Europe website (<https://www.bseurope.com/node/59887>). Due to high number of applications, only pre-selected candidates will be contacted.