

Project coordinator for Cuban program

The Pontis Foundation is looking for a person for the position project coordinator in our Development and Democratization Abroad team. A perspective candidate should have the following qualities:

- university degree
- very good written and spoken English
- at least 2 years work experience
- experience with project management
- knowledge and interest in the international affairs and EU policies, with special focus on Cuba and development policies
- demonstrated ability to analyze regional situations in order to determine information needed; identify key stakeholders, impact of specific decisions
- experience of working to deadlines and adjusting priorities according to needs
- good knowledge of Spanish will be additional asset

Main responsibilities:

- to implement designed activities in Cuba
- to design new activities within Cuban program
- to provide information about the country and project reports as required
- to communicate regularly with donors and partners
- to coordinate the evaluation of project work, document lessons learnt and provide regular feedback about effective and creative actions to various stakeholders

Main terms and conditions:

- Form of contract: zivnost
- Hours: 40 hours per week
- Location: Bratislava (some traveling will be required)
- Beginning of contract: 1 April
- Probation: a 3months probation period will be included in the contract

All interested applicants should send CV and motivation letter in English by **22nd February** to Pontis Foundation: pontis@nadaciapontis.sk. Pontis Foundation will contact only successful candidates for interviews.

The job interviews are planned within the week of 2nd March in Bratislava.