

## Development Education Officer

The Pontis Foundation is looking for a quick-learning, flexible and bright individual to join our Development and Democratization Abroad team.

### Candidate Profile

A perspective candidate should have the following qualities:

- university degree;
- fluent in Slovak;
- very good written and spoken English;
- at least 3 years work experience;
- experience with project management;
- proven experience of coordinating development education projects, including: problem identification, needs assessment, identification of target groups, project design and implementation, financial management, stakeholder engagement, evaluation, and reporting to partners and external donors;
- understanding of and experience with advocacy work will be additional asset.

Successful candidate will have an opportunity to coordinate Pontis Foundation's development education activities, develop new projects, communicate and liaise with local and international partners and other stakeholders in Slovakia and the EU. Among the duties, of project officer:

- coordination and overseeing development education projects in Slovakia. It includes designing and implementation of project activities like organizing trainings, lectures and seminars, preparing educational materials for various stakeholders, identifying key partners, monitoring budget, writing required reports;
- communication and networking with interested parties and stakeholders (NGOs, experts in Slovakia and abroad, relevant ministries in Slovakia and our partners abroad, etc.);
- developing new projects;
- providing a high standard of professional knowledge about issues related to development education to other team members and interested parties.

### We offer:

- work in young and dynamic team;
- opportunities for professional development;
- flexible hours of work.

### Application process

If you think you have the right combination of skills, please send your CV and a cover letter in English by January 19, 2010, explaining why you believe you are the right candidate for the post to: [pontis@pontisfoundation.sk](mailto:pontis@pontisfoundation.sk).

Please put in the title of your email: Development Education officer.

If you have any questions regarding the post, please contact us via email: [pontis@pontisfoundation.sk](mailto:pontis@pontisfoundation.sk)

Following selection, a small number of candidates will be invited to take a short written test or brief oral presentation, followed by an interview at the Foundation's premises in Bratislava.

### Terms and conditions

Hours: full time job

Starting date: immediately

Location: Bratislava, Slovakia however some traveling will be required

Contract Type: Self Employed