

Job description

Job title

Contract Manager, FARNET Support Unit

Context

DEVNET is the EEIG in charge of the running of the FARNET Support Unit (FSU). The FSU is based in Brussels and provides technical assistance to the Directorate General for Maritime Affairs and Fisheries of the European Commission (DG MARE) on the implementation of [community-led local development \(CLLD\) in fisheries and coastal areas across the EU](#). The FSU is a small but committed team of passionate individuals (12 FTEs based in Brussels) who are looking to recruit a similarly minded person to reinforce and join the team at short notice.

More information on FARNET and the FARNET Support Unit at www.farnet.eu

Tasks and responsibilities

The Contract Manager is a full-time position reporting to the FARNET Support Unit Team Leader. Possibility to adapt the position to part-time or 4/5.

The key responsibilities are as follows:

Administrative

- Managing the FSU budget: budget and cash flow monitoring, liaising with suppliers, invoicing, approving payments etc.
- Preparing management accounts
- Coordinating annual audits
- Contact point for DG MARE for all matters related to the FSU contract & GDPR
- Monitoring the implementation of FSU deliverables
- Preparing and submitting quarterly reports of deliverables
- General office management and HR support
- Supervision of the FSU Team Assistant

Potential thematic tasks

- Monitoring CLLD implementation and provision of support and advice for improving CLLD delivery in specific Member States
- Contributing to the development of thematic work packages and reports related to the sustainable development of EU coastal/inland fisheries and aquaculture areas
- Writing of good practices on community-led local development (CLLD) supported by the European Maritime and Fisheries Fund
- Assisting on the organisation and facilitation of a variety of types of meetings (technical transnational seminars and workshops for Fisheries Local Action Groups (FLAGs), managing authorities and other stakeholders)
- Contributing to the effective communication and dissemination of FARNET products (good practices, guides, magazine, newsletter etc.)
- Representing the FARNET Support Unit in international and local events and liaising with decision makers in EU institutions, NGOs and stakeholder groups

Candidate profile

- Relevant MSc or Masters degree (business, management, European policy, development studies...)
- Experience managing EU projects and budgets
- Excellent command of Excel
- Excellent command of spoken and written English and French. Command of other languages is an asset.
- Knowledge of the challenges faced by EU coastal/fisheries communities
- Interest in local or community-led development. Experience with community-led local development (CLLD) desirable.
- Knowledge/experience in the implementation of European programmes and related functioning of their delivery systems desirable.
- Excellent communication and interpersonal skills, team player, flexibility, and reliability
- Ability to travel within the EU

Employment conditions

- The Contract Manager will be based at the FSU offices in Brussels, Belgium.
- The FSU is characterised by a multicultural work environment and English is the working language.
- Salary package commensurate with experience and qualifications.

To apply for this position please send, before 30/4/2020, a cover letter explaining your motivation in joining the FARNET Support Unit and a CV in the Europass format to: recruitment@farnet.eu

Given the current situation, only candidates of interest to the FARNET Support Unit will be contacted for a skype interview.

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These various rights can be exercised by contacting the following address: recruitment@farnet.eu.