



ICGEB International Centre for Genetic Engineering and Biotechnology

EXPRESSION OF INTEREST

Project management of the INTERREG funded project COHERENCE

ICGEB is looking for a Project Manager to provide support on the technical and financial implementation of an INTERREG funded research project entitled “Coherence – Cross bOrder HEalth Regulatory alliaNCE for advanced therapies”

The Project Manager will be tasked with reporting management and partnership coordination activities. In particular:

- assist the scientific project coordinator and the Head, External Funds administration in the coordination of the project, including liaising with the donor;
- organize project meetings and prepare project presentations;
- monitor the implementation of all activities and deadlines;
- draft the progress and final reports, including indications and check of project partners' contributions;
- support financial reporting tasks, including collection and entry of narrative and financial data and justification documents into the required online platform, as well as monitoring of project expenditures and reimbursements;
- assist in the preparation of necessary documents for possible requests of budget variation and in view of external audits;
- support in the preparation of promotional materials for the project and the dissemination of its content.

Qualifications requested:

- Previous experience in the administration of at least two EU funded projects as a project coordinator, project manager or equivalent;
- Experience of working in an international environment
- Very good computer skills (MS Office package; Internet)
- Able to individually contribute to a team activity
- Proficiency in English and Slovene essential (spoken, written and reading)

Duration:

- 24 months.
- The activities related to this service will start on 1st July 2024 and end on 30th June 2026.

Type of contract:

Fixed term service contract

Expression of Interest:

To express an interest, please submit a cover letter detailing the qualifications and experience for the above mentioned service contract and a financial offer to: procurement@icgeb.org not later than 18th June 2024.

Please include the following reference in your submission:

2024_30_EOI_PM-COHERENCE
Project ITA-SI0600204 COHERENCE
Interreg VI-A Italia-Slovenia 2021-2027
CUP: F93C24000150007

For clarifications, please email nerina.brandolin@icgeb.org