



EXPERIENCED BUSINESS DEVELOPMENT OFFICER/ PROJECT MANAGER

Job description

1. Business Development:

- ✓ Identifying new procurement opportunities for international Development Cooperation projects; identifying consortium partners, preparing tender dossiers, budgets and technical proposals;
- ✓ Identifying relevant experts, managing relations with experts and managing the experts' database;
- ✓ Keeping abreast of developments in the field of international affairs, cooperation and Foreign Policy including events.

2. Project management:

- ✓ Project management of International cooperation projects: managing workload within the team, ensuring the respect of deadlines and timely delivery of outputs;
- ✓ Support with the technical drafting of reports and research to do so;
- ✓ Administrative tasks including travel arrangements, managing the agenda of the Director and teams, assisting with invoicing processes and expenses;
- ✓ Managing the company web site, and other visibility and media tools (LinkedIn, Twitter) etc.

Profile

- Ideally qualified in International Development studies, international affairs, law or economics with a career interest in Development Cooperation and Foreign Affairs. Fluency in English and either French or Spanish – other languages an asset. Pro-active personality with strong research and organisation skills.

Necessary requirements:

- 3 years' experience with Project management and public procurement systems relating to international cooperation (foreign aid) including DFID and the EU;
- Minimum 2 years' experience with business development in the field of international development, specifically with DFID and the EU;
- Office management skills including the ability to manage software for international team work, company management software;



VJW International
FOREIGN POLICY & DEVELOPMENT

Conditions and location

- Location: London with occasional travel to Brussels and project locations.
- Conditions commensurate to experience and qualifications.

If interested, please send your CV and a motivation letter to veronica.white@vjwinternational.com

Deadline: 10th of February 2017 CoB. Kindly note that **only applicants meeting the essential requirements will receive a reply.**

Interviews will be held between the 21st and 24th of February. Start asap from 1st March.

Thank you for your interest and good luck with your application!