

Vacancy

Pro Arbeit – Kreis Offenbach – (AöR) is a public institution acting as a job center in the County of Offenbach (Hesse, Germany) since 2005. We are a government-funded employment agency and a social security office aiming to support unemployed persons to find employment as soon as possible and to prevent long-term unemployment.

European project management is a department established for designing, developing and applying European projects initiated and implemented at transnational level. The grants used for this purpose come from the various programs in the European Union and are applied according to different relevant guidelines. The main task of the department is to design and perform projects in order to promote quality and sustainable employment, adequate and fair social protection, fight against poverty and social exclusion and the improvement of working conditions. One more core task of the team is the transfer of these innovative approaches into the organization's internal work processes: for this reason, all projects are created and enacted in collaboration with the internal departments.

For our European project management team, we are looking for one position to start as soon as possible as

Project Supervisor European Project Management (m/f/d) **ID 21/012**

with 100% of a full-time position, initial fixed term contract for 24 months, with possible extension.

Your key responsibilities will include:

- Conception and development of internal, national and international projects
- Complete project support and data collection, including associated project documentation
- Management of internal communication for internal, national and international projects
- Effective publicity and communication of project-specific information
- Management of target group-oriented project communication with customers, employees, stakeholders and partners
- Set deadlines, assign responsibilities and monitor and summarize progress of project
- Prepare reports for upper management regarding status of project
- Create and maintain a comprehensive project documentation
- Lead and direct the work of the foreign partners
- Meeting with partners and stakeholders focusing on specific requirements of each project
- Attend conferences and training as required to maintain proficiency

Requirements:

- Completed studies in public administration, economics, humanities or social sciences, communication science or a comparable course of study
- Proven working experience in social resp. European projects
- Familiarity with a variety of the field's concepts, practices and procedures dealing with SGB II and the labour market policy instruments
- Solid organizational skills including attention to detail and multitasking skills
- A wide degree of creativity and latitude is expected
- Excellent communication skills
- Excellent written and verbal communication skills in English (C2), more languages are a plus
- Willingness to travel abroad is crucial
- Strong working knowledge of Microsoft Office, online Trainings- and Communication Tools
- Loyalty to the Pro Arbeit and to your own role and function in the Company

Our offer:

- Salary according to the collective agreement of the Federal Employment Agency (TE IV + FS 2, that corresponds to a gross salary of at least 3.787 € a month) plus possible special payments
- Membership in a company pension insurance
- Employee Assistance programme to support employees both professionally and personally
- Flexible working time (monday till friday between 6:30 and 19:30 o'clock)
- Attractive continuing education and training opportunities

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- Opportunities for personal and professional growth thanks to the possibility of living and working in an international perspective

Are you interested?

Women are specifically invited to apply for this position. In principle the position is divisible. According to DSGVO your data will be deleted three months after completion of the senior process.

If we have aroused your interest, we are looking forward to receive your application documents **in English as a pdf-file stating the ID 21/012 until 04/14/2021** by sending a letter or **an E-Mail**:

Pro Arbeit – Kreis Offenbach – (AÖR)
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Max-Planck-Straße 1-3
63303 Dreieich
bewerbung@proarbeit-kreis-of.de

Please note that submitted application documents will not be returned.