

**UNICEF:** The United Nations Children’s Fund works in over 190 countries saving children's lives. We believe in a world where no children die from a preventable cause, and we aim to help children survive and thrive through the delivery of essential development programmes around the world. UNICEF is the world’s largest humanitarian organisation. Be a part of something special.

<b>Job title</b>	<b>EU Project Officer</b>
<b>Reporting to:</b>	Deputy Executive Director
<b>Salary</b>	Competitive
<b>Based</b>	Dublin with the possibility of some remote working
<b>Probation</b>	11 months

**Job purpose:** UNICEF Ireland is hiring an EU Project Officer on a two-year contract to manage the coordination of a child rights participation project involving seven UNICEF National Committees across the EU.

**Responsibilities:**

The EU Project Officer will be responsible for the coordination and management of an EU-funded project ensuring the delivery of project work packages and tasks by partners across European countries. Reporting to UNICEF Ireland’s Deputy Executive Director, the EU Project Officer will play an important liaison role with internal and external stakeholders.

**Main duties & responsibilities:**

- Monitoring and coordinating the overall project progress across seven UNICEF National Committees ensuring delivery of project Work Packages and Deliverables
- Regular reporting to EU funding authorities on project performance across all partners and activities in the project
- Lead communication between internal and external stakeholders
- Coordinate with financial departments to ensure accurate and timely delivery of financial reporting
- Manage overall data quality in relation to the project, proactively testing, cleaning and updating data to ensure information is up to date, accurate and GDPR compliant

**Person specification:**

- Educated to degree level or alternative long-term work record
- Experience/knowledge with the management of EU funded projects
- Experience and good track record of managing EU funded projects with multiple international partners from end-to-end, keeping stakeholders informed and updated along the way
- Experience delivering high quality written reports
- Professional expertise with Microsoft Office and project management tools, ideally within the context of EU projects
- Proven ability to meet targets and work to deadlines within a team setting
- Knowledge and interest in the NGO sector, child rights and child participation
- Experience of facilitation, training or event management

**Desired skills and attributes:**

- Exceptional organisational skills and high attention to detail and results
- Good communication, writing and relationship management skills
- An ability to work to deadlines and juggle priorities
- Experienced in the measuring and evaluation of projects
- A team player with an enthusiastic, open and friendly attitude
- Creative problem solver, comfortable working without significant direction

**Terms of Employment**

- This is a 37.5 hour per week, two-year contract subject to the satisfactory completion of 11-month probation period. The work may require working unsocial hours i.e. evenings and weekends plus EU travel. The annual leave entitlement is twenty (20) days pro rata per annum.

*UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.*

**To apply please submit your CV & a cover letter via email to:**

UNICEF Ireland Deputy Executive Director, Colette Harte

Email: [colette@unicef.ie](mailto:colette@unicef.ie)

**Closing date for applications is 5pm Wednesday December 2nd 2020**, with interviews to take place from the week beginning 7th December.