

## Call for job applications

### Project Manager, European Network of Political Foundations (ENoP)

As a network of political foundations, affiliated to different political ideologies across the democratic spectrum, the European Network of Political Foundations (ENoP) and its members advocate for the respect of democratic principles and political pluralism inside and outside Europe. ENoP is a platform for communication and dialogue between political foundations in Europe, the EU institutions, and civil society organisations (CSOs) in the fields of democracy support, development cooperation and political dialogue. The network consists of 45 member foundations, coming from 19 countries within the EU. The members are close to six party families – ALDE/RENEW, ECR, EPP, Greens/EFA, GUE/NGL, S&D – represented in the European Parliament, and belonging to the democratic spectrum. A main priority for ENoP is the implementation of the new political parties programme of the Women and Youth in Democracy Initiative (“WYDE Third Chapter: Youth in Political Parties”), funded by the [European Commission DG INTPA](#). The project has a special focus on youth and women in political parties in East and West Africa.

The Project Manager oversees the management of the project through coordinating the implementation with all the project partners. The Project Manager works under the supervision of the Executive Director.

### Main responsibilities and tasks:

1. Lead the management of ENoP’s WYDE programme
  - Manage and coordinate the overall programme work plan development and implementation.
  - Liaise with the implementing partners and the EU to ensure programme results are achieved.
  - Prepare and present work-plans, periodic narrative progress reports as necessary.
  - Establish systems for project planning, implementation and monitoring in collaboration with partners.
  - Record and maintain documents on relevant programme activities, issues, and risks.
  - Report progress of the programme at regular intervals.
2. Manage coordination with partners and other stakeholders.
  - Manage relationships with implementing partners to support implementation of the programme ensuring regular communication.

- Provide substantial guidance to partners on establishment of performance indicators and monitoring achievement of results.
  - Coordinate the consolidation of the annual report submission to the EU and organise the annual consultation with the WYDE Strategic Steering Committee.
  - Participate in ongoing coordination mechanisms, including the WYDE Steering Committee, and/or other WYDE Task Forces as needed to ensure coherence of the programme with other WYDE components processes.
3. Oversee the monitoring and reporting of ENoP's WYDE Programme
- Gather and compile all information necessary for monitoring and reporting on the programme from the planning to the evaluation stages.
  - Monitor the implementation of activities and the expenditure of funds by partners; oversee regular monitoring visits.
  - Finalise annual and quarterly reports; finalise the submission of implementing partner financial and narrative reports.
  - Ensure the delivery of baseline, monitoring, evaluation plans and reports based on information compiled from colleagues and implementing partners.

#### **Qualifications and requirements:**

- Previous experience in managing grants from the European Union
- Knowledge of the work of political foundations as democracy actors
- Knowledge of EU institutions in general, as well as EU legal frameworks, is considered an asset
- Good communication skills. Excellent English; good French would be an advantage. Other language skills are considered to be a further advantage.
- Excellent IT skills, e.g. in Microsoft Office
- Readiness to take on responsibility
- Independent and precise style of working
- Good teamworking skills
- Excellent analytical skills

#### **Working conditions:**

- International working environment
- The Project Manager will be based in Brussels with work-related travel required
- Average monthly gross salary, employers' charges and other costs based on Belgian legislation, such as the 13<sup>th</sup> month and *pecule de vacance*
- The appointment is initially for the duration of ENoP's WYDE Political Parties project, until the beginning of 2027. A longer-term contract is possible if ENoP embarks on further projects.

ENoP is unable to sponsor the candidate for a Belgian work permit, so the candidate should already have the right to work in Belgium.

Please send applications to ENOP Executive Director Gary Klaukka at [recruitment@enop.eu](mailto:recruitment@enop.eu) . The deadline for applications is 11.59 pm on Wednesday 9 October 2024. Please include the following in the application:

- A curriculum vitae
- A cover letter outlining why you think you are suitable for the role and your motivation for the job, and
- Contact details of two referees from previous or current positions.

**Starting date:** ASAP