

POSITION: PROJECT MANAGER

LOCATION: Yerevan, Armenia

DEADLINE: 17.02.2019

TERM: Full time

START DATE: ASAP

DURATION: Long term

Ameria is looking for an experienced **project manager** to work in company's Management Advisory Services (MAS) team. Project manager will work as a part of the team to coordinate preparation and implementation of public advisory projects in Armenia and in the broader region and engage in activities related to preparation and implementation of the Specific Contracts under the EU Framework Contract *Services for the Implementation of External Aid (FWC SIEA 2018)*, which is EU tool to provide technical assistance (TA) services for the benefit of third countries receiving EU external aid.

Responsibilities:

- Monitoring of procurement notices and incoming request for services
- Preparation and submission of expression of interests
- Identifying and negotiating with the experts meeting the qualification requirements for the assignments
- Coordinating drafting of full proposals for the assignments
- Ensuring timely submissions of the full proposals
- Mobilization and planning of resources and experts for the implementation of awarded contracts
- Responsibility for day-to-day management of the awarded contracts
- Monitoring of services rendered and experts' performance evaluation under awarded contracts
- Ensuring quality control of outputs / project deliverables under awarded contracts

Required skills and experience:

- A University degree in Economics, Business Administration or in another relevant field
- At least two years of experience in project formulation and/or management
- Proven track record in working with multiple stakeholders
- Sophisticated communication and engagement skills
- Excellent negotiation skills
- Experience in preparation of technical proposals is an asset
- Fluency in spoken and written English is mandatory

All interested and qualified candidates are invited to complete the application form, enclose the CV at their discretion and email it to hr@ameriagroup.am.

Please indicate the position title in the subject field of your message.

Only short-listed candidates will be invited for the interview.