

## JOB ADVERTISEMENT

### ***Looking for a project manager for EU-funded multi-annual cultural project***

For the implementation of our EU-funded project **African Music Development Programme (AMDP)**, we are looking for a **Project Manager** on a part-time basis. The position is to be taken on **March 15, 2014**; it is initially limited until December 15, 2015 and renewable for one year until December 15, 2016. AMDP is a 3-year cooperation project (from December 2013 until December 2016), coordinated by the International Music Council, with a total of 11 partners in 9 countries.

#### **Tasks:**

- Coordination of the project (under supervision of the Secretary General)
- Communication with project partners (in English and French), via email, phone, Internet tools such as Dropbox, Skype, Viber, WhatsApp etc.
- Preparation and documentation of all coordination and cooperation meetings
- Visit of some AMDP activities (travel to Africa, partly including weekends)
- Communication with the contracting authority: ACP Group of States and European Commission
- External communication of the project in print media, on the Internet (including social media), at conferences etc.
- Creation and maintenance of the AMDP website in cooperation with the IMC communication consultant
- Creation of various publications (Powerpoint, flyer, result documentation etc.)
- Extensive documentation of the project
- Request and verification of analytical, financial and media reports of partners
- Monitoring of the respect of the cooperation agreements
- Overall accountancy of the project
- Management of the budget part of the International Music Council
- Production of analytical and financial interim reports
- Production of final reports in October/November 2016 (in case of renewed contract)

#### **Skills/Qualifications:**

- Bachelor or Master Degree, professional experience in international cultural management
- Extensive work experience in Africa
- Very good knowledge of English and French (speech and writing); another international language would be an asset
- Computer skills: Word, Excel, desktop publishing software, website; openness to new software programmes
- Autonomy, team work, creativity, flexibility, attention to detail, integrity and trust, verbal and written communication
- Experience in management of EU-funded projects would be an asset

#### **Conditions**

- 20 hours per week (flexible working hours according to needs, from time to time weekend work)
- Place of work is Paris at the IMC office
- Travel

Applications should reach the IMC Secretariat by post (address above)  
or email [info@imc-cim.org](mailto:info@imc-cim.org) by **February 15, 2014**.