



HFC
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Nicosia, January 2020

Project Officer

Job description

"Hope For Children" CRC Policy Center is looking to hire a **Project Officer** from 01/02/2020 to 31/08/2020 (with a possibility of renewal) at the *Research & Development Division* (R&D) based at the Nicosia offices. The *Project Officer* will actively contribute to the current activities of the division with the ultimate aim of respecting, protecting, and enhancing the rights of the child. The project Officer will have the below as main responsibilities:

- Support project development and implementation, including administrative tasks; research and secondary assessments and data collection; implementation of capacity building, awareness raising, and non-formal education activities (such as training/workshops/conferences);
- Network and communication with R&D existing and prospective partners;
- Contribute to monitoring and reporting activities;
- Communicate with other "Hope For Children" CRC Policy Center" departments, keeping updated on the organisation's needs and developments.

Qualifications

University degree, preferably at postgraduate level, in a relevant field (Social Sciences, Psychology, Education)

The Project Officer will be

- Enthusiastic, proactive, creative;
- Reliable and honest;
- Team player.

The Project Officer will have

- Strong organisation skills and the ability to manage and prioritise workload;
- Capacity to work productively and effectively under pressure;
- Flexibility and capacity to adjust promptly and efficiently to new, unforeseen circumstances;
- Concentration and attention to details;
- Excellent communication and interpersonal skills;
- Excellent spoken and written language skills (English and Greek);
- Tact, discretion and respect for confidentiality;
- Prior experience in training considered an advantage.

Salary: EUR € 1,111 per month (gross). Social insurance and taxation will be deducted (net salary will be EUR 1,000 per month).