

JOB OPPORTUNITY (temporary) – Monitoring Assistant

Background:

As part of the European Economic Area (EEA) Enlargement Agreement of July 25th, 2007, the Government of the Kingdom of Norway made available – under the Norwegian Cooperation Programme with Romania – EUR 48 million worth of project grants with a view to contributing to economic growth and social development in Romania. The selection process ended 30 April 2009 and resulted in 29 projects. Each project requires intensive monitoring for compliance with the technical and financial rules governing the implementation of the programme. The fund administrator, Innovation Norway, is looking for one temporary resource to assist with monitoring tasks from April/May 2010 to October 2011.

Job description:

The monitoring assistant will be involved in the following tasks:

- desk review of progress reports received from project promoters
- carrying out monitoring visits
- reporting on monitoring findings
- compiling statistics and other relevant reports
- maintaining relevant programme databases and web documents
- organise meetings and workshops
- publicity activities
- other tasks according to needs

Required qualifications:

The candidate should:

- hold a bachelor's degree, or similar, in a relevant field (e.g. economics, management, international relations, law etc.)
- have at least three years' work experience preferably in related fields (e.g. management of EU/IFI/other bilateral funds)
- be flexible and have a solution-oriented, analytical mind, with an eye for details and the big picture alike
- have good reporting skills and be an advanced user of English
- be available for travel throughout Romania
- IT skills

How to apply:

Applications must include a CV in English and a covering letter explaining suitability for, and interest in, the job. All applications will be treated in strict confidentiality.

Applications should be sent by E-mail, in word format, to bucharest@innovationnorway.no – no later than 31 March 2010.

Interviews will be held within 2 weeks of the closing date for applications. Candidates who are not invited for an interview should assume their application to be unsuccessful.

Starting date: As soon as possible. Part-time work can be discussed.

Equal opportunities:

The Royal Norwegian Embassy/Innovation Norway is an equal opportunities employer and welcomes applications from all members of the community.

Contact person:

Ms. Anne Lise Rognlidalen, Commercial Counsellor – Norwegian Cooperation Programme,
Royal Norwegian Embassy – Innovation Norway Office Bucharest, tel: (0)21 203 4844.

For more information about the Norwegian Cooperation Programme with Romania please
visit the programme web-site www.norwaygrants.org.

For more information about the Royal Norwegian Embassy we refer to www.norvegia.ro.