



DM-Aid Job Roster: International Project Manager

Do you want to be part of developing, managing, monitoring and evaluating Danish Muslim Aid's international projects? Do you have international experience and knowledge of project development and relief & development work within the framework of UN's 17 development goals? Are you capable of organizing and motivating a project group and are you in general excellent in written English, then you might want to consider being on our Job Roster. We hire among approved Roster members as soon as project funds are granted. Positions can be within both the relief or development areas of work.

THE POSITION ENTAILS:

- Correspondence with donors and partners; maintaining up to date files, records, and databases; organizing meetings; taking meeting minutes; etc.
- Gathering relevant project information and data from partners. Ensuring they are implemented according to the Administrative and Financial Guidelines.
- Support partner in their preparation of monitoring and evaluation reports, incl. financial reports. Ensure they meet standards.
- Assist with project related (high-level) meetings, workshops, seminars, webinars and other similar activities, supporting with the preparation of agendas, co-drafting background materials, and meeting reports.
- Research and organize information as and when requested and assists with analysing reports from partners.
- Other ad hoc related activities to the DERF/CISU Team and the DM-Aid Secretariat.

WE EXPECT THAT YOU HAVE:

- Relevant education, preferably a Bachelor or Master Degree level.
- Previous experience from jobs or tasks in similar organisations, in Denmark or abroad.
- Experience with project administration or management, preferably familiar with LFA or Prince2.
- Experience with institutional funding from Danish or International Donors such as DERF, CISU, DANIDA, EU or bigger Foundations.
- Strong interpersonal and networking skills, with a collaborative approach towards different cultures.
- Excellent verbal and written Danish and English skills.
- High level of independence, with the ability to work on own initiative.
- Structured and well-planned.
- Able to participate in evening and weekend meetings.
- Prepared to travel both nationally and internationally.

**WE OFFER:**

- 10-15 hours per week, excl. lunch (depending on project grant).
- 2-6 months duration for each project (depending on project grant).
- Possibility to manage several projects at the same time.
- Base in Copenhagen at DM-Aid office.
- Work hours placed during 9am-8pm. on weekdays.
- Evening and weekend meetings according to agreement.
- Salary based on qualifications and project budget.

ABOUT DM-AID

Danish Muslim Aid is a Relief and Development organization with a growing portfolio of projects. In a handful of years, the organization has gone from being few volunteers and project groups to more than 10-fold in the number of volunteers and project groups. As part of our vision and strategy, our goal is to hit DKK 20 million DKK in 2020, which reflects our ambition to developing larger and long-term development projects and seeking institutional funds to far greater extent. DM-Aid currently has more than 200 volunteers nationwide, four employees and programs in 10 countries. The organization has existed since 2005. There is a smaller office in Copenhagen, and local groups in Copenhagen, Odense, Vejle, Aarhus and Aalborg.

MORE INFORMATION

If you wish to know more about the position, you are welcome to contact General Manager Signe Ejerskov on e-mail: signe@dmaid.dk or mobile: 51 54 60 94.

APPLICATION DEADLINE

Please forward your CV and cover letter to mail@dmaid.dk. Applications are received on a running basis and interviews are held when there is a good match.