



EU-RUSSIA CIVIL SOCIETY FORUM  
ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

## Vacancy Announcement

### General Assembly 2018 Coordinator at the EU-Russia Civil Society Forum

**EU-Russia Civil Society Forum e.V. (CSF or Forum)** ([www.eu-russia-csf.org](http://www.eu-russia-csf.org)) is looking for a full time Project Coordinator based in Sofia, Bulgaria for organisation and overall support of the Forum's General Assembly 2018. The assignment is foreseen for a period of 15 January 2018 and 31 May 2018.

The EU-Russia Civil Society Forum, founded in March 2011 and uniting 157 non-governmental organisations in the EU and Russia, is a platform for cooperation of civil society organisations with the purpose to develop common projects and positions, coordinate their activities, and make their voice stronger in interaction with the general public, decision-makers, and other stakeholders. In particular, CSF promotes people-to-people exchanges and solidarity among civil society groups. It aims to influence EU-Russia relations for the public benefit in a wide range of public and intergovernmental interactions. The CSF is currently financed by the EU and other governmental and private donors.

#### **Job summary:**

This position is full-time (40 hours per week). The Project Coordinator should have successful experience in project/ event management within the civil society sector.

The Project Coordinator will be responsible for the overall organisation, logistics as well as reporting on the General Assembly 2018 (to happen on 16-18 May 2018 in Sofia, Bulgaria). The General Assembly (GA) is the highest decision-making body of the Forum. General Assemblies are held once a year and bring together up to 200 people - Forum members, observers, officials, guests from the EU and Russia to address recent developments, assess and discuss Forum's activities and future projects. The Project Coordinator will work within Operations/ Programme department of the CSF Secretariat.

#### **Job Description/ Main Responsibilities:**

- Overall logistics and coordination of the General Assembly 2018 in close cooperation with the CSF Secretariat team in general and Secretariat based GA supervisor in particular.
- Coordination and liaison between multiple GA stakeholders and service providers, oversight of the GA related working processes.

- Communication with the CSF General Assembly 2018 participants.
- Support of online registration and data management of GA participants.
- Identification of the travel agency in Bulgaria for booking tickets for the EU participants of the GA. Liaison between the travel agency and the EU participants.
- Booking facilities, venue management and production of side events within the framework of the GA.
- Elaboration of related project documentation (contracts, checklists, guidelines, etc.).
- On-site support of the CSF Secretariat team during the GA 2018.
- Collection of the supporting documentation for the incurred expenditures.
- Support preparation of the narrative and financial reporting for the GA 2018 and CSF donors.
- Other administrative work in relation to GA 2018 preparation, as requested.

#### **Requirements/Job Qualification:**

- At least 3 years of proven successful experience in the field of project and/or event management (work experience in an international NGO is an asset).
- Excellent communication skills while working with different stakeholders and Forum's members/participants.
- Ability to prioritise and plan effectively; responsibility and commitment.
- Strong analytical skills and problem-solving abilities.
- Initiative and ability to work both in a team and independently.
- Beside native-level Bulgarian, excellent English, good command of Russian is desirable. Other languages would be a plus.

#### **We offer:**

- 4,5 months job (40 hours p/week) as of 15 January 2018.
- Interesting job in a growing and innovative international project, involving interaction with leading non-governmental actors in the EU, Russia, and beyond.
- Honorarium in total of EUR 5000 (gross) paid on a service contract basis.

#### **How to apply:**

Please send your application **by 10 December 2017** CET (letter of motivation and CV) to Anna Sevortian, Executive Director of CSF, at: [office@eu-russia-csf.org](mailto:office@eu-russia-csf.org). No phone inquiries, please.

The interviews will be conducted on 12-13 December 2017 at the CSF Secretariat or via Skype call. The introduction will take place through the first working week.

For more information see: [www.eu-russia-csf.org](http://www.eu-russia-csf.org) (CSF).