

Company Logo

## **JOB DETAILS**

### **GENERAL INFORMATION**

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**Company**

A short description of the company

**Reference number**

2015-0123

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**Main domain/Job field**

Project Manager

**Job title**

Project Manager

**Employment type**

Full-time position

**Contract period**

Until 30 September 2017

**Remuneration**

Competitive remuneration package based on qualifications and experience

**Job location**

Sofia, Bulgaria

**Job description**

- be responsible for a handful of projects that will trending from medium to high complexity
- be responsible for building teams, leading strong technical and functional teams, facilitating meetings and managing project risk mitigation and implementation
- act as the project point of contact for internal and external contacts
- develop project plans for suite of projects
- assist in resource and budget allocation
- measure the progress of suite of projects and communicate with senior management
- manage client relationships

### **CANDIDATE CRITERIA**

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**Education**

At least bachelor's degree

**Work experience**

At least three years of experience in Project Management

**Skills and requirements**

- broad knowledge of technologies and their integration
- experience of working successfully within groups/teams
- experience in transition of services from project to live operation

**European e-Competence Framework (e-CF) competencies**

- A.4. Product or Project Planning Level 4
- E.2. Project and Portfolio Management Level 4
- E.3. Risk Management Level 3
- E.4. Relationship Management Level 3
- E.7. Business Change Management Level 3

## CONTACT DETAILS

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To apply, please send your CV and a letter of motivation to [info@info.org](mailto:info@info.org)