



PROJECT MANAGER

Are you passionate about European projects and committed to advancing sustainability in Europe's regions? Would you like to work for a leading European association specialised in supporting European destinations in their transition to a more sustainable tourism model through EU-funded initiatives?

NECSTouR - the Network of European Regions for Sustainable and Competitive Tourism - is looking for a motivated and dynamic **Project Manager** to join our team in Brussels and lead the implementation of EU-funded projects.

About the Position

As Project Manager, you will oversee the implementation and reporting of two ongoing EU-funded projects and contribute to the acquisition of new ones. Your role will focus on coordinating work packages (notably communications), liaising with regions, and ensuring timely technical and financial reporting. You will also support project development efforts, collaborating with our network of members to build impactful partnerships.

Key Responsibilities

1. Project Management (c.80%)

- Serve as the main point of contact for coordinating activities in our own projects.
- Manage project finances and ensure adherence to budgetary requirements.
- Oversee selected work packages by coordinating with colleagues and partners, and liaising with the lead partner.
- Communicate project activities to external stakeholders and disseminate outcomes effectively.
- Collaborate with the project technical teams and ensure they complete their deliverables on time according to the workplan.
- Prepare and submit detailed technical and financial reports to the lead partner, ensuring compliance with contract requirements.

2. Project Acquisition (c.15–20%)

- Monitor relevant EU funding calls and opportunities both for the members in the network as for NECSTouR itself, supporting the preparation and submission of proposals.
- Facilitate members' involvement in consortia by sharing open calls and project partnership opportunities via our project hub.
- Organise info sessions for members on upcoming funding opportunities.



- Serve as the main point of contact for members seeking guidance on project participation or partnerships within the network.
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Your Profile

The ideal candidate will have the following skills, several years' project management experience, and the following qualities:

- **Expertise in European Policy and Programmes:** Proven knowledge of EU programmes (e.g., Interreg, Horizon Europe, Single Market) and their mechanisms for procurement, management, and reporting.
 - **Project Management Skills:** Strong experience in managing projects, with a focus on financial management, coordination with project partners, and reporting both financial and technical.
 - **Relevant Sector Knowledge:** Experience working with networks or international organisations. Knowledge of the tourism sector, European Cohesion Policy, Smart Specialisation Strategies, or related fields is a plus.
 - **Language Skills:** Excellent command of English (written and spoken); proficiency in additional European languages is an advantage.
 - **Interpersonal Skills:** Outstanding communication and relationship-building skills, with the ability to work effectively within a multicultural environment.
 - **Teamwork and Independence:** Ability to manage tasks autonomously while collaborating within a team.
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What We Offer

- The opportunity to work in a dynamic, multinational, and multicultural environment.
 - A competitive remuneration and benefits package, commensurate with experience.
 - Flexibility: While this is a full-time position, an 80% equivalent workload can be considered.
 - An attractive office location in the heart of Brussels with possibility to work from home.
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How to Apply

To apply, please send the following documents to info@necstour.eu by **5 January**:

- Your CV and a letter of motivation, including your gross monthly salary expectations and earliest availability (starting early 2025).
- Shortlisted candidates will be contacted for interviews, which will take place on **15 January**. Please note that only shortlisted candidates will be contacted.
- Candidates must have the right to work in the EU (or a valid work permit) and provide supporting evidence (e.g., university certificates) for qualifications stated in their application.

Join us and contribute to shaping a sustainable future for tourism in Europe's regions!