Recruitment of a full-time Project Officer

Victim Support Europe (VSE) is the leading Europe-wide umbrella organisation advocating for victims of crime. It consists of 58 member organisations from 28 countries which together support over 2 million victims of crime every year.

VSE advocates on behalf of all victims, to strengthen their rights and services throughout Europe. The organisation aims to ensure that every victim in Europe is able to access these rights and services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

VSE is in the process of starting the implementation of the AREV project (Advancing Rights of Estonian Victims). This 2-year EU initiative aims at improving Victim Support Services in Estonia by working closely with the Estonian Ministry of Justice, the Police and Guard Board, the Social Insurance Board, the healthcare sector and other stakeholders to develop and deliver specific tools which will ensure the enhancement of protection and support processes of victims of crime in the country.

We are looking for an experienced Project Officer who will work for the successful delivery of the project.

Key responsibilities

Based in the premises of the Estonian Ministry of Justice, the Project Officer will serve as a direct liaison with the Estonian partners and will be in charge of day-to-day operations of the project in the field. Under the direction of VSE Project Manager, she/he will be working on the implementation of the project including through:

Working closely with the Project Manager in Brussels on the implementation of project management processes, ensuring the delivery of the project to time, budget, and quality standards, and guaranteeing the compliance with the Grant Agreement signed with the European Commission;

- Drafting of analytical reports (e.g. analysis methodologies, diagnosis) and relevant technical and administrative documents as required;

- Stakeholder management including developing partner and stakeholder relations in Estonia, managing delivery of partner project objectives;

- Organisation of project events, trainings and communications;

- Working closely with VSE Project Manager in Brussels, on the administration of project finances including planning, monitoring and payments;
Management and oversight of project logistics;

- Oversight of task completion and quality of the work of a project assistant.

Skills & Experience

General requirement

- At least 2-3 years of relevant work experience in carrying out and managing projects;
- Hold a university degree;
- Relevant qualifications in project management and understanding of victim or similar issues are an advantage;
- Applicants must have the legal right to work in Estonia.

Technical Skills

- Very good and proven managerial, organisational, and teamwork skills;
- Excellent oral and written communication skills in Estonian and English. Fluency in Russian will be an advantage;
- Proven experience in implementing projects;
- Proven experience in building and managing relations with stakeholders;
- Proven experience in communications activities;
- Proven experience in working on the management of project finances including planning, monitoring and payments;
- Proficient computer skills especially Microsoft applications;

Personal Skills

- Ability to prioritise workload and meet deadlines;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Very organised with a strong attention to detail;
- Strong managerial skills;
- Flexible – post holder will be required to travel;
- Customer focused; able to relate to staff and volunteers at all levels;
Terms of the contract

The position is based in Estonia, in the premises of the Ministry of Justice.

The selected candidate will be offered a full-time contract for a two-year period.

Starting date of assignment: as soon as possible but not later than 1 May 2021.

Salary range between 2,000 and 2,200 € (gross) per month, depending on experience and qualifications.

Standard Estonian employment contract including statutory benefits.

Application

The application should include:

- an up to date CV
- a motivation letter outlining: why the applicant wants the job; what special attributes the applicant would bring to the job; and what skills, knowledge and experience the applicant has which are transferrable to this position
- a minimum of two references that may be contacted during the recruitment process should be mentioned.

Please send your application only electronically to recruitment@victimsupporteurope.eu

The deadline for sending applications is 2 April, 5 PM (CET).

After the application deadline:

- Applications will be reviewed on a rolling basis.
- Shortlisted candidates will be contacted by 8 April.
- Due to covid-19 restrictions, interviews will take place via video link, not later than the week of 12 April.