



ISTITUTO OIKOS ETS

Junior Project Manager – Based in Lebanon

REVEAL - RicErca e Valorizzazione del patrimonio paEsaggistico e Archeologico dell'Alto Shouf come risorsa per la tutela e lo sviluppo del territorio

AID 012993/01/0

Istituto Oikos (www.istituto-oikos.org) founded in Milan in 1996, operates in Europe and in developing countries to promote the responsible management of natural resources and to spread more sustainable life models as tools for socio-economic development and to fight against poverty. Vision: a future in which ecology, economy, equity are integrated, reconciling the needs of man and the environment. Mission: To help preserve ecosystems by promoting development with professionalism, innovation and participation. Istituto Oikos has a PSEA policy that the successful candidate must respect and promote.

Position: Junior Project Manager

Contract Type: contract of collaboration

Duration: 12 months renewable

Duty station: Beirut with regular visits in the Intervention areas

Starting date: starting in July – August 2025

Aim of the position:

The junior project manager will manage a Project aimed at protecting the cultural heritage site in the Shouf Biosphere Reserve, coordinating all aspects of implementation and ensuring compliance with the donor procedures and Istituto Oikos's approach.

Tasks:

- Orient, supervise and monitor project activities under the supervision of technical and financial advisors;
- Accompaniment and technical support to the local team, including partners, for proper management of the project cycle
- Support the Country Coordinator in developing relationships with local partners and stakeholders involved in the project;
- Support the organization of local and international expert missions;
- Support the drafting, revision and updating of technical documents such as ToRs, financing proposals, etc.;
- Prepare quarterly and annual technical and financial plans and reports to be submitted to donors (subject to approval by University of Insubria, lead applicant of the project);
- Support in identifying and defining project proposals to expand the programme;
- Collaborate with technical and financial supervisors in planning project budgets and ensure its adherence to the project timeline;
- Support to the supervision and verification of administrative and procurement procedures;

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- Collaborate to update and enforce internal procedures of Istituto Oikos, and then ensure their implementation.

Qualifications:

- Bachelor's degree, preferably in one of the following fields: archaeology, environmental sciences, social sciences;
- Proven experience of at least 2 full years in coordinating international cooperation projects;
- Interest with respect to the issues and mission of Istituto Oikos, specifically: participatory natural resource management, strategies and mechanisms to address climate change, food security, renewable energy, social enterprise;
- Excellent written and spoken English language skills;
- Prior experience in developing countries, preferably in rural settings;
- Good computer skills;
- Ability to adapt to remote locations, work in teams, build relationships and strengthen networks.

Additional assets:

- Experience in logistical project coordination
- Knowledge of Arabic
- Knowledge of EU PRAG

To apply interested candidates should send their CV (**maximum 3 pages**) including the details of 3 people for professional references, and a letter of motivation (maximum 1 page) with authorization to process personal data pursuant to articles 13 and 14 of G.D.P.R. (General Data Protection Regulation EU Regulation 2016/679 Legislative Decree 196/2003) to selezione@istituto-oikos.org

Deadline: 25/05/2025

Indicate in the subject line: JPM/LB/25

Only short-listed candidates will be contacted.

Istituto Oikos reserves the right not to hire or employ an applicant if the recruitment process or background check reveals that the applicant has been previously reported for a SEA incident or is not suitable to work with beneficiaries. Istituto Oikos will not hire or employ anyone with a prior conviction for SEA or related offence.

This selection respects the principle of equal opportunities (Law 903/77).

<https://www.istituto-oikos.org/lavora-con-noi/junior-project-manager>

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