

Framework Contract Manager



NTU International is a leading international consulting firm providing programme management and advisory services for development projects worldwide. For almost three decades, NTU has been delivering sustainable development projects and advisory services within engineering, policy, economics, and social fields. With more than 1.100 international projects and studies already completed, and more than 15 project offices around the world, we have established ourselves as a leading consulting company. With the expansion of international activities and clients, NTU's project pipeline and opportunities have grown significantly, therefore, we are looking for a motivated and result oriented individual, who is interested in experiencing our culture, intensive business environment, challenges as well as being part of our international success.

Key Responsibilities:

- Coordination with consortium members;
- Preparation and submission of financial and technical proposals (including searching and preparation of the CVs, drafting methodologies and budgets);
- Taking responsibility of managing awarded projects – communicating with the experts in the field; preparing contract documents; quality control of deliverables and reports; coordination of experts' work; monitoring the budgets, etc.;
- Monitor statistics and data about proposals and projects for internal purpose and also for EU reporting;

Qualifications and skills:

- A master's degree in Economics, Business Administration or any other relevant fields
- Proven track record in winning and successfully managing international development projects;
- Strong communication skills, with an ability to adapt communication to suit different recipients;
- Ability to work in a fast-paced commercial environment with many deadlines;
- Great teamworking;
- Strong independent drive, goal orientation and an eye for detail;
- A structured and organized mindset with an excellent ability to work under pressure;
- Proficiency in Microsoft Office Products (Word, Excel, Power Point).

Language and skills:

- Fluency in oral and written English (at least C1 level)
- Fluency in oral and written French or Spanish is a strong asset

Other information:

If you are interested in this position, please send your CV under the heading **“Framework Contract Manager”** address it to **Mrs. Vaida Cerneckyte-Larsen, e-mail. vac@ntu.eu**. Please also make sure that you include one or more telephone numbers.

Only selected candidates will be contacted.