



THE EUROPEAN COMMISSION

DG Enlargement – Institution Building Unit

seeks

TASK MANAGER

Responsible for the local preparation and implementation of technical assistance projects funded under the aid programme to encourage the economic development of the Turkish Cypriot community

The Task Manager will report formally to the Head of the Institution Building Unit in Brussels but for operational aspects to work under the local supervision of the Head of the Programme Team (based in Cyprus on a long term mission). The work will be based in Nicosia and carried out throughout the northern part of Cyprus. Occasional trips to Brussels may be required.

The job of the Task Manager is to support the organisation on the ground of a wide range of technical assistance activities approved by and organised through the Institution Building Unit of the European Commission in Brussels. The job will require close coordination with the team in Brussels and liaison with a wide range of beneficiaries and stakeholders within the Turkish Cypriot community to ensure that projects are organised successfully. As the local representative of the Institution Building Unit, the Task Manager will need to meet and provide briefings to visiting experts from Member States and to provide reports as required to Brussels. The task manager will be supported in this work by a small team working for the Commissions contractors, GTZ.

The successful candidate must:

- be an EU citizen,
- speak and write Turkish and English fluently; knowledge of other EU languages will be an advantage,
- have a level of university education attested by a diploma,
- have appropriate professional experience of at least three years,
- have a thorough knowledge of EU policy towards the Turkish Cypriot Community and a broad understanding of the EU acquis,
- have a sound overall knowledge of general EU policy and programmes, especially with regard to Cyprus,
- have a good knowledge of the project cycle and be able to demonstrate a competent in dealing
- Have strong organisational and inter-personal skills
- International experience would also be an advantage

The successful candidates will be employed full time by the European Commission, as contractual agents (Function Group IV) for an initial period of one year, with a possibility of further annual extensions up to a total of 3 years.

Interested candidates are invited to submit their CV in English together with a letter of interest (maximum one A4 page), to **Mr Stephen Darling, Institution Building Unit** by e-mail to:

Elarg-A4-applications@ec.europa.eu

By mid-day 9 February at the latest. Candidates should be available for interview in Nicosia on 21- 22 February.

The successful candidate must be available to commence employment on 16 April 2007.