

# PROJECT MANAGER

Brussels, BE – Full-Time



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## About the Company:

AGBU Europe is the European district of the international Armenian organization AGBU ([www.agbu.org](http://www.agbu.org)). Established in 1906, AGBU is the world's largest non-profit Armenian organization. Headquartered in New York City, AGBU preserves and promotes the Armenian identity and heritage through educational, cultural and humanitarian programs, annually touching the lives of some 400,000 Armenians around the world. AGBU Europe ([www.agbueurope.eu](http://www.agbueurope.eu)) coordinates and develops the pan-European activities of AGBU, including leadership training and awareness raising.

## Job Description:

The Project Manager will be responsible for driving AGBU Europe's educational, cultural, humanitarian assistance, and advocacy project objectives into implementation in order to raise awareness of the Armenian cause. The Project Manager will be expected to autonomously manage a number of projects from the idea phase into execution.

## Responsibilities:

- Maintain an overview of risks, costs, task implementation and Quality Management throughout the life cycle of projects
- Oversee resource planning (time, financials, suppliers, contributors) and allocate funds optimally to ensure success
- Oversee stakeholder management by liaising between different partners and coordinate inputs from different stakeholders in a timely manner
- Measure outputs and set KPIs
- Work closely with other members of the team to ensure a seamless delivery of outputs

## Skills and Competencies:

- Practical experience in project management
- Self-starter and critical thinker
- Superb communication skills with the ability to negotiate
- Adaptable to a dynamic and ever-changing environment
- Ability to deliver top performance in time of uncertainty
- Ability to work with people of different disciplines and cultural backgrounds
- Language skills: English (Fluent), Armenian (Elementary) – Preferred, French (Elementary) – Preferred

## Qualifications:

- Formal training in project management (PRINCE 2, Agile-Scrum)
- Experience in project management tools (Gantt Charts, Microsoft Project)
- Experience in the public sector, non-profit, or philanthropy
- Belgium residency or citizenship required

## To Apply:

- Email CV and cover letter to **Nicolas Tavitian** at [nicolas.tavitian@agbueurope.eu](mailto:nicolas.tavitian@agbueurope.eu)
- Deadline: August 10, 2018
- Interviews will be scheduled from September 1<sup>st</sup> to September 15<sup>th</sup> in Brussels
- Applications should include the contact information of two references.
- Supporting information such as recommendation letters, writing samples, and online information about previous assignments are welcome

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**Ideal candidate must demonstrate core AGBU values: Trust, Accountability, Teamwork, Service and Respect for Diversity.** Email résumé and cover letter to [nicolas.tavitian@agbueurope.com](mailto:nicolas.tavitian@agbueurope.com). Submissions will be accepted until August 10, 2018. Interviews will be scheduled from September 1-15<sup>th</sup>. Salary commensurate with experience. No phone calls please.