



Project Officer

Marine Cluster Bulgaria (MCB) enhances the development of clean technologies and innovation for Blue Growth and is looking for one experienced and self-organized professional for the position of Project Officer.

Key responsibilities:

The Project Officer is responsible for providing support to the Program Manager by (a) contributing to the implementation of ongoing projects, (b) fund raising and development of new project proposals, and (c) flagships of the organization. More specifically tasks may cover:

- Implementation of project activities
- Organising events – onsite and/or online
- Communicating with project partners and stakeholders
- Drafting project deliverables
- Promoting project activities and achievements via various communication and promotion channels
- Maintaining contacts with clients
- Delivering services to clients from the organisation's service portfolio – acting as Key Account Manager
- Searching for prospective new clients – innovative companies ambitious to enter new markets – on the EU Single Market or in third countries
- Perform desk research on relevant policy papers, analysis, articles, public reports
- Drafting project activity reports
- Screening EU programmes (e.g. Horizon Europe, Interreg Europe, etc.) and identifying calls for proposals suitable to support the organisation's activities
- Contributing to project proposal development

The successful candidates would have:

- **Education:** University degree in Economics, Engineering, Business Administration, Management, Marketing and Promotion, Innovation Management, IT, creative design, or equivalent.
- **Professional Experience:** at list three (3) years of experience on a similar position in managing project-based contracts based on public funds.
- **Computer skills:** knowledge of Microsoft Office, Internet, Social media.
- **Language Skills:** fluent English and Bulgarian – written and spoken.
- **Other skills:** (a) good communication skills, self-discipline, creativity, analytical capacity, ability to think 'out of the box'; (b) be a good team player, while also be able to follow on tasks independently; (c) knowledge of diverse donor-funded programs would be an asset.

We offer a good opportunity for professional development and team work in a dynamic international environment.

If interested in the position, please send an up-to-date CV, photo, and a short motivation letter to office@marinecluster.com by 10.08.2021. Confidentiality is guaranteed. Only short-listed candidates will be contacted.