



is a leading international development consultancy with forty years of experience providing technical assistance services in economic, social and organizational development, mainly in international markets.

Having implemented more than 500 projects in 117 countries, we believe that the impact and sustainability of public policies depends on collaborative work with partners and clients and on drawing on our four decades of experience to develop solutions that meet the specific challenges of each new assignment.

CESO's Business Development Department, responsible for tendering for new projects, is recruiting a Project Manager who can make a decisive contribution to our team's capacity to continue consolidating our activity.

## Project Manager, Business Development Department

(Ref. DCM 21/01 - May 2021)

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### Main Responsibilities of a Project Manager:

- Identify new opportunities tendered by international funding agencies, to develop CESO's portfolio;
- Prepare expressions of interest, compiling and editing project references, tailoring potential experts' short profiles and relevant documentation;
- Analyse tender documents and support the preparation of technical proposals, including tailoring experts' CVs, collecting supporting documents, providing inputs to the methodology, etc;
- Identify suitable experts and assess profiles and CVs of consultants for each project;
- Maintain and strengthen the network of partners, consultants, and international funding agencies.

### If you are interested, before sending your application, please consider (compulsory requirements):

- Do you have a University degree in economics, management, international relations, or related field?
- Do you have 2 - 5 years of relevant professional experience, in line with the responsibilities for this post?
- Are you motivated to, pro-actively and autonomously (not alone), take up your tasks?
- Do you have strong communication skills, both in English and Portuguese? For non-Portuguese natives, intermediate knowledge of the Portuguese language will be considered adequate.
- Do you have good computer skills - especially advanced command of MS-Word® and MS-Excel® (*being able to use formatting tools beyond standard use (e.g., section breaks and/or cross-referencing in MS-Word®; inserting and managing formulas or filters in MS-Excel®).*)?
- Are you motivated with the possibility of joining a leading international development consultancy company?

### If you answered "yes" to ALL the above questions, then consider (additional requirements):

- Do you have specific training in the area of international cooperation and development, or demonstrated experience in preparing tenders for international services contracts?
- Do you have specific professional interest and/or previous experience in the areas of Private Sector Development, Trade, Public Finance Management, International Policy, Employment promotion and/or Education in the context of international development?
- Do you have a good command of French and/or Spanish?

**Location:** Office in Lisbon. It is not anticipated the need for international travel.

**Report:** Business Development Director

**Start Date:** June / July 2021 | **Duration:** 12 months (extendable)

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If you answered "yes" to ALL compulsory requirements and to, at least, one of the additional requirements, send your application to [recursos.humanos@ceso.pt](mailto:recursos.humanos@ceso.pt) quoting - *Project Manager DCM 21/01* by May 30<sup>th</sup> 2021.

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*We ensure confidentiality throughout the process.*