**Programme Officer (PMO)**

**CONTACT DETAILS**

*Please fill out the contact details below in order to facilitate communication.*

|  |  |
| --- | --- |
| **Name:**  | **Surname(s):**  |
| **Nationality/ies:**  | **Address:**  |
| **Email:**  | **Mobile:**  |
| **Gender:**  | **Mother Tongue/s:**  |

**SECTION 1: ELIGIBILITY**

*Please respond to each statement below with only a Yes or No entered in the third column.*

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY** | **STATEMENT** | **CONFIRM** |
| **Nationality:** | Be a national of an EU Member State or an EFTA state[[1]](#footnote-1); or have a work permit to work in Spain. |  |
| **Citizenship Obligations:** | I can provide a certificate of good conduct (confirming the absence of any criminal record).  |  |
| **Education:** | * A level of education which corresponds to completed university studies relevant to the position (or equivalent professional experience[[2]](#footnote-2).
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| **Languages:** | * Excellent communication skills, both verbally and in writing, in English. Any other European language is a plus.
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| **Sector and operational experience:**  | * A talented portfolio manager with 2-3 years of experience in the progress monitoring and reporting of Horizon 2020 or of any EU programmes / projects.
* Excellent command of Microsoft Excel, including pivot tables.
* Proven capability to work with IT tools to efficiently capture and analyse large amounts of data.
* Strong international and multicultural experience, especially in working with European matrix organizations.
* Strong presentation skills in English and ability to translate potentially complicated rules and regulations into simple and concise guidelines and trainings.
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**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Programme Officer****. Use examples to illustrate your competencies. This should be no more than 2 pages.*

**SECTION 3: CURRICULUM VITAE**

*Please cut and paste your most recent CV limited to 3 pages.*

1. EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement. [↑](#footnote-ref-1)
2. Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. [↑](#footnote-ref-2)