

**Caritas Luxembourg**  
proposes to hire for the  
International Cooperation Department  
For immediate entry into service if possible or on 01/03/2023

**a Project Officer Moldova / Ukraine (m/f/x) EU based funding**  
full or part-time to be agreed, for a fixed term of 24 months.

**Mission**

The Project Officer Moldova / Ukraine of the International Cooperation (CCI) of Caritas Luxembourg under the direction of the Head of International Cooperation, is responsible for ensuring the successful implementation of humanitarian aid projects for vulnerable and/or war-affected people.

Caritas Luxembourg (FCL) has its own office in Ukraine and is looking to strengthen its team. The workplace is in Luxembourg with regular missions to Moldova and Ukraine.

**Responsibilities and tasks**

1. Actively participate in the professional exchange within the CCI team on CCI strategies/programmes, themes and cross-cutting issues;
2. Develop, implement and evaluate geographical and partnership strategies, following the CCI and thematic strategies;
3. Monitor operational and socio-political issues in international cooperation and in the countries monitored;
4. Manage international cooperation projects in accordance with all steps, procedures, requirements and responsibilities defined by the CCI processes, including applications and reporting according to donor requirements;
5. Ensure the effectiveness, efficiency and quality level required in the projects, respecting the applicable internal and donor procedures;
6. Identify, assess and monitor risks including recommendations in FCL supported projects, inform line management and implement measures to meet/reduce/contain the risk;
7. Maintain a continuous, respectful and effective dialogue with partner organisations in the field and ensure the partner's institutional strengthening needs are met;
8. Take initiatives to explore funding and fundraising opportunities with institutions for the sustainability and diversification of available funds for projects with the coordinator and ensure the formulation of requests;
9. Be the reference person for the Head of Department for all matters related to projects/programmes and provide them with the necessary information;
10. Liaise closely with the Finance Manager and the Financial Officers for the proper financial management of the projects;
11. Collaborate with the CCI Secretariat for the proper administrative management by the CCI department;
12. If necessary, train the assistants and volunteers in the execution of certain types of tasks to be delegated to them;
13. Represent FCL in national and international meetings related to its mission with donors and within the Caritas network for the countries and projects followed;

14. Ensure that the FCL brand is maintained in a good light. In addition to these tasks, the incumbent may be responsible for the management of one or more field offices, involving:
- a) representing FCL in the office as manager and monitoring the head of mission in the execution of their tasks;
  - b) ensure the implementation and monitoring of the office's quality and performance standards
  - c) reporting promptly to the Head of the CCI Department any risks related to the proper functioning, achievement of objectives and ethical (charters), legal, regulatory and contractual compliance
  - d) Manage the human resources of the office and, where appropriate, also of the consultants in Luxembourg in accordance with the personnel management procedures in force within the FCL.
15. Possibility to intervene and support projects located in other geographical areas.

### **Job profile**

- Several years' experience in similar assignments
- Knowledge of development cooperation
- Perfect command of the English language (B2/C1)
- Very good knowledge of French (B2)
- Knowledge of Russian, German or Luxembourgish is an asset
- Good knowledge of common IT tools.

The remuneration is fixed according to the collective labour agreement for private employees in the care and social sector, career C4.

Applications accompanied by a CV, criminal record certificate (bulletin no. 3), copies of diplomas and work certificates should be sent by 01.02.2023 to the attention of Mrs Fatima Nunes [rh@caritas.lu](mailto:rh@caritas.lu). A pre-selection will be made on the basis of the files.

The information collected will be processed to enable Caritas Luxembourg to manage the application it receives. It is intended for the members and services of Caritas Luxembourg, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of personal data (RGPD).