

Ref.call.code: ISC-I-2018-02

Call for collaborator for a project assistant in the field of urban and regional planning projects

The ISOCARP Institute performs research and project activities on urban and regional planning. Its activities include international research projects, as well as direct cooperation with Governmental and No-Governmental entities, Universities, industry partners and Associations.

We are looking for a project assistant with experience, handling both internal and external projects activities.

Tasks:

- Organizational, administrative and financial management of the office and of some tasks of funded projects
- Periodically accounting and reporting of expenditures related to the office (consumables, etc.)
- Organizations of meetings, events
- Support in the organization of trips, missions of experts
- Organization of trainings and workshops
- Being the contact person for the daily activities of the Institute
- Monitoring of activities milestones and deadlines
- Management of the daily communication (institutional email address management)
- Support to the Director and the Board of Directors in the daily management of the Institute

Requirements:

- Master degree in Urban and Regional planning is an advantage;
- Excellent work organization and communication skills
- Experience in management
- Very good knowledge of English, written and spoken

Additional skills may include:

- Good knowledge of any other languages, written and spoken
- Willingness to travel
- Knowledge of ISO9000 and ISO9001 standards

We offer:

- Inspiring working activities in cooperation with international partners;
- The opportunity to work in a dynamic and growing international team in the urban and regional planning framework;
- Working conditions which allow a professional growth and know how acquisition;

- A workplace mainly based in The Hague/NL.

How to apply:

Please

- a) fill the attached application FORM
- b) send it plus a copy of you CV and other relevant documents (reference letters, certificates, publications, list of projects etc.) to jobs@isocarp.org within 31.12.2018
- c) as object of the email insert the Ref.call.code: **ISC-I-2018-01**
- d) be sure that all the required included document are compliant with GDPR privacy policy (EU2016/679)

Only for additional info please write to vettorato@isocarp.org (do not send the application form to this email).