



Consulting and evaluation contract manager.

About us

Cota is a Belgian non-profit organisation whose aim is to encourage, facilitate and support the development of organisations and initiatives in favour of social, economic, ecological and democratic transition. It provides its services to single organisations, partnerships, networks and other institutions whose aim it to promote sustainable social change in Europe and worldwide.

Description of the job

Cota is looking for a dynamic and fast-learning person to be employed as a Consulting and evaluation contract manager.

The person will integrate a team of 9 people plus several external experts and collaborators. She/he will report to an experienced colleague who will provide introduction and guidance.

The contract manager will fulfil the following tasks.

- Research of calls for tenders concerning the areas of expertise of the organisation.
- Coordination and support to the preparation of tenders, including research and contact of suitable experts, preparation of technical and financial proposals and administrative file management.
- Relationship management with partners and tendering parties.
- Relationship management with in-house and external experts.
- Contract management, including direct monitoring of budget, cash-flow and working-days.
- Quality control on the overall consultation process, including results and deliverables.
- Participation to the development of the organisation.

Location

Brussels (Belgium), with possibility to travel in neighbouring countries for short missions.

Requirements

- Autonomy
- Team-work
- Organisational savvy
- Resilience
- Good communication and relational skills
- Professional writing skills in French and English (Dutch and Spanish are assets)
- Mastering of MS Office© package, especially Excel© and Word©
- Gender knowledge will be appreciated



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Contract

Part-time (50%) permanent contract

ACS conditions of Brussels Region (applications from candidates that do not fulfil these conditions will not be considered). See <http://www.bruxelles-j.be/wp-content/uploads/2010/10/ACS.pdf>

Application

CV and motivation letter to be sent by 30/9/2022 to

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