

CALL FOR EXPERT

Project Manager and Facilitator

Terms of reference

Villa Montesca Foundation in the framework of the Project “Culture Cannot Wait” founded by the European Commission under the Civil Protection Financial Instrument, **UCPM-2018-PP-AG**

launches a call for expert for the following professional profile

This call for experts is launched pending the approval of the Board of Managers adopted at the earliest meeting, that will define the composition of the Commission and the criteria for the selection

The candidatures have to be presented via Internet, filling the on-line form available on:
<http://www.montesca.eu/bandifondazione/regform.php> within **10/03/2019**

Title: Project Manager and Facilitator for the “CULTURE CANNOT WAIT!” project-“Protecting Cultural Heritage from the Consequences of Disasters”.

Consortium: Italian Civil Protection Department - DPC - **Coordinator**

Partners:

- FRANCE Ministry of Interior, General Directorate for Civil Protection and Crisis Management
- SPAIN, Ministry of Culture and Tourism of the Regional Government of Castilla y León
- TURKEY Disasters and Emergency Management Authority AFAD
- ICCROM International Centre for the Study of the Preservation and Restoration of Cultural Property
- Villa Montesca Foundation

Work Place: Italian Civil Protection Department Headquarters, Address: Via Ulpiano 11 Rome



Scope of the job: Under the overall guidance of the Project Director, the Project Manager has the responsibility to ensure overall efficient and effective day-to-day Project implementation and functioning from beginning to end including by directly contributing to drafting and finalizing project deliverables.

Background: the Project proposal CULTURE CANNOT WAIT! Submitted under the Call 2018 “Prevention and Preparedness Projects in civil protection and marine pollution” has been selected by the EU Commission DG ECHO. Implementing period: 24 months from 1 January 2019 to 31 December 2020. The project aims at defining elements of a European methodology to address protection of cultural heritage during emergencies, at supporting interested countries in the development of national capacities for the protection of cultural heritage during disasters and at establishing a multinational, multi-sectoral (cultural heritage and civil protection) capacity for supporting national and international response in case of emergencies. The implementation of the Project requires a full time Project Manager and Facilitator that will be contracted for a period of 22 months (March 2019 – December 2020).

Main objective: the Project Manager will be in charge of the following tasks:

- 1) Prepare and update project work-plans and submit them to the Project Director and the Project Steering Committee for agreement and approval;
- 2) Prepare work-plans for each activity and submit these to the Project Director and the Project Steering Committee for agreement and approval;
- 3) Manage and directly contribute to the implementation of activities in accordance with the work-plan;
- 4) Ensure smooth information flow to/among the Partners of the Project implementing Consortium;
- 5) Ensure and facilitate the contributions from Project Partners for the preparation of the technical deliverables;
- 6) In close coordination with the technical experts, draft technical deliverables and submit them to the validation of the technical experts;
- 7) Provide general advice and management support to Project partner and monitor technical activities carried out by responsible parties;
- 8) Assist the Project Director with managing the Project budget by ensuring that: a) Funds are disbursed properly, expenditure is in accordance with the Project description and work-plans accounting records and supporting documents are properly kept and financial reports are prepared in accordance with the requirements of the Contracting Authority; b) Relevant financial procedures/regulations are properly applied;





- 9) Prepare Project progress/final reporting in accordance with Project contractual provisions;
- 10) Ensure the timely submission of Project work-plans, reports, outputs and other deliverables to the European Commission DG ECHO;
- 11) Organize Project Technical Meetings, Steering Committee Meetings and Final Conference.

Education: University Degree in Law, Architecture, Art History, Public management, International Relations, Political Sciences, Business Administration, Economics, Finance or related area.

Related work experience: A minimum of 5 years of progressively responsible professional experience in EU funded project management, planning, implementation, monitoring and evaluation, preferably in broad disaster risk management with focus on disaster preparedness and response and/or in cultural heritage management and protection including focus on emergencies.

Skills and competencies: Strong team working and analytical skills; Resilience to stress; Ability to plan, organize, prioritize tasks and solve problems in a multi-cultural multi-stakeholder environment; Excellent working knowledge of English and Italian languages in both writing and speaking; Availability to travel abroad; Computer skills including ability to operate spreadsheets and word-processing software; Familiarity with donor-funded development projects/programmes and with the EU Beneficiary Portal.

Duration of the assignment Until December 2020

Number of estimated working days 370

Total estimated gross salary 70 000 EUR

The responsible for this procedure of selection is:

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