

PROJECT MANAGER NOTICE

gLAWcal - Global Law Initiatives for Sustainable Development

gLAWcal - Global Law Initiatives for Sustainable Development is an independent non-profit research organization (think tank) that aims at providing a new focus on issues related to economic law, globalization and development, namely the relationship between international economy and trade, with special attention to a number of non-trade-related values and concerns.

Through research and policy analysis, gLAWcal sheds a new light on issues such as human rights, right to water, rights to food, social, economic and cultural rights, labour rights, consumer protection, climate change and environmental matters, energy, product safety, food safety and security.

Moreover, through an established network across the European Union and Asia, gLAWcal carries on several projects and disseminates its results through conferences, workshops and publications.

gLAWcal is looking to recruit a versatile and dynamic Project Manager to coordinate activities in the field of sustainable development.

Tasks

- Initiate and manage EU funded projects, through fund raising, proposal writing and implementation activities;
- Coordinate a wide range of activities to strengthen and promote gLAWcal's network: awareness raising campaigns, thematic conferences, publications etc;
- Monitor European and Chinese developments in the field of sustainable development, environmental protection and climate change, food safety, right to water et;
- Analyse and report EU and International legislation, policy developments & trade rules of relevance to gLAWcal;
- Coordinate web marketing and social media marketing activities, producing creative content for the gLAWcal website and for its Facebook, Twitter and LinkedIn pages;
- Provide logistical assistance in organizing events, workshops and business trips.

Profile of the candidate

Requirements:

- Academic background in Law, International Relations, International Economics, Philosophy, Foreign Languages, Environmental Sciences, preferably with a focus on one or more of the themes advocated by gLAWcal;
- Ability to research and analyze policy issues and legal issues;

- Excellent written and oral English skills;
- Ability to work independently and work in a small team;
- Excellent organizational skills;
- Microsoft Office expertise;
- Ability to adapt to a multicultural environment;
- Proactive and positive attitude;
- Ability to work quickly and efficiently as well as stress resistant.

Desirable:

- Proficiency in any other European language and/or Mandarin Chinese;
- Experience in project management;
- Good knowledge of development policy issues as well as the functioning of the European Union and International Institutions;
- Experience with NGOs, international organizations and research centers;
- Experience working with Joomla or other website content management systems;
- Experience with graphic design tools and software, such as Photoshop, CorelDraw or others.

Our offer

- An exciting job in a small but dynamic and fast-growing organisation dealing with cross-cutting disciplines and exciting research areas;
- Starting date: October 2014

How to apply

Interested candidates are requested to send their résumé (with a photo) and a motivation letter, specifying why they would be suited for this position.
Applications can be sent at research@glawcal.org.uk