

Junior Project Manager (m/w/d)

Private Sector & Skills Development

WINS Global Consult GmbH
10365 Berlin
Full-time, Part-time, Temporary



Junior Project Manager (m/w/d) Private Sector Development

WINS Global Consult is an international Consulting Company established in 2018 and based in Berlin. We are a multinational team that provides expertise in the areas of Good Governance, Public Finances (taxation and budgeting), Democracy and Migration, Private Sector and Skills Development, Entrepreneurship, Digitalisation, Supply Chain Management, and Management of Natural Resources.

Our expertise comes from our wide-ranging experience in designing, developing, implementing and evaluating international cooperation projects in Germany and worldwide. We count with a broad network in Africa, South East Asia, Eastern Europa, and Latin America for implementing projects and programmes and mobilising local expertise.

Your tasks

- You will be responsible for supporting the acquisition, design and implementation of international projects and programmes in the field of Private Sector & Skills Development and Entrepreneurship.
- You will contribute your interest and expertise in strengthening private sector development, designing programmes for entrepreneurship training, digitalisation, and skills development (TVET)
- Project management:
 - o Identifying partners for implementation and a growing network;
 - o Support to identification and recruitment of (international) experts;
 - o Preparing financial proposals;
 - o Assuring quality, proof-reading and formatting reports, CVs and other documents;
 - o Support to project management, ensuring on-time delivery of activities and reporting;
 - o Support to conceptualising projects;
 - o Project controlling and communication with financial management;
 - o Supporting communicating with commissioning parties Contributing to coordinating teams during project implementation
- Support to internal knowledge management and digitalisation (e.g. consultant database)
- Close coordination with company management

Your Profile

- You are eager to contribute to building the company, take responsibility, and inspire and lead teams of subject matter experts.

Your background:

- Degree in Economics, Law, Business Administration or any closely related field;

- Work experience in international cooperation related to Entrepreneurship, Private Sector Development, Technical and Vocational Education and Training as well as good knowledge of the institutional landscape of the German, European and international development landscape are an advantage.
- Managerial talent and expertise, the capability to find solutions, decision-making competence. Work experience in project management is an advantage
- Sound ICT skills (hardware and software). Experience with database management is an advantage.
- Experience in conceptualising monitoring systems and in conducting evaluations are of advantage.
- We value the capability to communicate across cultures. Proficiency in German and English language are necessary, a third language (French, Portuguese) is of advantage.
- Structured way of working, great organisational and communicational skills, ability to work under pressure, coordination talent, team player.

What we offer

- A meaningful, challenging task with opportunities to make an active contribution to sustainable development
- A fixed-term contract (12 months) to continue employment afterwards
- Space for learning and innovation
- The possibility for occasional business trips and international activities
- Committed and motivated colleagues in an organization with flat hierarchies
- A start-up atmosphere in Berlin-Lichtenberg.

We look forward to your application! Send your application (cover letter (max. 1 page), CV and supporting documents to bewerbung@wins-consult.de

**Please note that we screen incoming applications on a rolling basis and only short-listed candidates will be contacted.*

Job Types: Full-time, Part-time, Temporary

Location

The position is based in Berlin. The work requires occasional travel to project destinations.