



Marseille, 8 August 2022

Administrative and Financial Project Manager - Grant Projects (M/F) – Fixed-term contract of 10 months

Background

ANIMA Investment Network is a multi-country cooperation platform for economic development in the Mediterranean. The ANIMA network gathers national and regional investment promotion agencies, international organisations, business federations, innovation clusters, financial investors and research institutes from the region. ANIMA's objective is to contribute to the continued improvement of the Mediterranean business climate, as well as encourage a shared and sustainable economic development for the region.

ANIMA Investment Network is a platform for economic cooperation between Europe, the Middle East and Africa. It deploys its engineering to create and implement initiatives to develop investment and business ecosystems favouring an attractive, sustainable and inclusive economy. Organised as a network, ANIMA offers expertise in economic development and cooperation, investment promotion and impact management, territorial marketing, development of innovation and mobilisation of expatriate talent resources.

The ANIMA network brings together 70 member organisations in 20 countries and more than 400 experts and partners who can be mobilised, coordinated by a team of 16 people based in Marseille. It brings together government and regional investment promotion and economic development agencies, entrepreneurial associations, innovation clusters, international investors and research institutes.

ANIMA is recruiting a project manager for the administrative and financial management of its activities, in particular for the following projects: EBSOMED, GreenGrowth, Meet Africa, REA Bridge-Africa, Cluster4Green.

Job description

Under the responsibility of the association Administrative & Financial Director and in cooperation with the Project coordinators, the Administrative and Financial Project Manager shall be in charge of the following tasks:

Administration and budget monitoring

- Taking responsibility of the Project administrative aspects in cooperation with its coordinators;
- Ensuring the respect of the financial rules of the Association and the projects;
- Ensuring the Project budget consumption follow-up within the set up tools;
- Ensuring the relationships with the accountant and the Association Administrative & Financial Director;
- Participating in the Projects implementation;
- Participating in the Projects service contracts negotiations.

Reimbursements and analytical ascription

- Handling the travel costs reimbursement requests from Projects coordination team;

- Handling the travel reimbursement requests from the participants of the activities within the funded projects;
- Preparing the analytical ascription of the Projects accounting documents for their registration in the accounting system and payment purposes.

Semestrial financial reporting preparation

- Preparing the supporting documents of ANIMA reported costs for the semestrial reporting in cooperation with the external accountant;
- Elaborating the Projects semestrial financial reports.

Administrative and technical management of Meet Africa project

- Support the Project Director in the administrative management of the activities;
- Prepare monthly and quarterly technical reports, and assist the Project Director in updating the project monitoring tools: performance indicators, timeline, contact directory and CRM, etc.;
- Support the Project Director in the implementation of certain activities of the action plan: collective intelligence workshops in Africa, webinars, participatory governance meetings;
- Support the Project Director in the organisation of a Euro-African fair to promote entrepreneurship of the African diaspora in France;
- Follow-up on participation in project activities: satisfaction surveys and forms, collection of testimonials or other deliverables.;
- Support the Project Director and the Digital Project Manager in the follow-up of the technical developments of the MEET Africa Hub and the co-construction process of the platform.

Profile

- Degree in administration, management, finance or accounting (4 years study or more).
- Proficiency in the Microsoft Office suite (Word, Excel, Powerpoint).
- Ability to work independently.
- Good writing skills.

Experience

- Beginner accepted with experience as an intern.
- if possible, experience from South-Mediterranean and African countries.
- Knowledge in the management of international (ideally European) projects in the fields of economic development would be an asset.
- Experience in EU-funded or other international funded Projects financial management would be an asset.

Spoken Languages

- Bilingual or fluent French and English
- 3rd Mediterranean language would be an advantage (Arabic, Spanish, Italian,...)

Status and remuneration

Fixed-term contract manager status.

Gross monthly salary: 2200-2500 € based on candidate profile and experience

Benefits: luncheon and holiday vouchers, mutual insurance

Application

To apply, please send your resume and application letters in French and in English at drh@anima.coop (subject « Administrative and Financial Project Manager »).

Post to be filled in September 2022