Commercial Trade School Split is looking to employ Project Manager on IPA project “Interweaving cultural heritage content in VET schools’ curricula as a factor in economic development and student employability.”

**Job description**

Commercial Trade School Split, together with Business School Varaždin and Croatian Employers' Association, is launching a 12-month project interweaving cultural heritage studies in vocational school curricula. For the purpose, it is looking to employ a Project Manager on 80% of full time for 12 months. The manager should be devoted to the project for its entire duration, and upon its conclusion, until the submission of the final project report. The manager is responsible for achieving of project objectives on time and on budget, coordination of activities between partners, communication with contracting authority (DEFCO), timely completion and organization of all activities, subcontracting, day-to-day operations, mid-term report, monitoring, evaluation, and overall successful project completion.

**Employment requirements**

Candidates should have university education, be fluent in the English language, in particular have excellent written skills in English, and be computer literate (have excellent knowledge of Microsoft Office, specifically Excel, and advanced online research skills).

In addition, candidates should have experience with EU grant schemes, and minimum 5 years experience in the position of project manager. Previous experience managing EU projects in the educational sector would be desirable. Knowledge of Croatian vocational education sector is a plus.

Candidates should also have excellent communication and organizational skills, and be team players.

**About the project**

Project “Interweaving cultural heritage content in VET schools’ curricula as a factor in economic development and student employability” is supported financially by the European Union under the Multi-Annual Operational Programme for Human Resources Development for Croatia, Instrument for Pre-Accession Assistance (BGUE 04 06-HRD), grant scheme Modernisation of school curricula in VET schools in line with the changing needs of the labour market/economy (Europeaid131231/M/ACT/HR). The project would take place in the period September 22, 2012 September 21, 2013. The project’s objective is to raise VET schools’ capacity for provision of practical, labour-market driven education by the interweaving of cultural heritage studies as innovative feature in school curricula. Specifically, the project would result in increased human resource and material capacities at schools, enhanced student employability, the development of teaching methodology and manual, and the establishment of dialogue with social and sectorial partners in the area of cultural heritage.

**Location**

The Project Manager needs to be working from the premises of Commercial Trade School Split, Matoševa 60, 21000 Split. Some travel to Varaždin is envisioned.

**Deadline for applying**

A CV and a short letter of motivation in Croatian and English should be submitted via e-mail to trgovacka-skola-split@st.t-com.hr by Tuesday, October 2, 2012 at 5 pm local time.

**Members of team responsible for selection**

Ante Peruzović, principal

Gorana Vajić, secretary

Vanja Perković, president of school board