

Requirements Office Manager	Requirement/ Asset
Qualifications and skills	
Graduate degree in Economy, Law, Statistics, Management Engineering or related relevant field	R
Fluent in English	R
Fluent Italian (written and spoken)	A
Strong analytical and drafting skills	R
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	R
Initiative and proven ability to work autonomously as well as management skills	R
General professional experience	
Previous experience in management of foreign offices of international projects financed by EU (at least 5 years)	R
Ability to manage a team and to coordinate multi-national teams of experts	R
Full knowledge in Italian accounting and legal systems used by the Project Leader/ Project Secretariat	R
Ability to deliver financial reporting and accountability together with the administrative staff of the Project Leader/Project secretariat	R
Previous experience in project management office activities and strong ability to organize day by day tasks of local staff	R
Expertise in human resource management	R
Strong experience in the management of purchasing and supply	R
Ability in logistic organization of high visibility project events	R
Work experience with at least one consortium member or with China	A
Long term and short term expert experience in project financed by EU	A