

ASSISTANT PROJECT MANAGER FOR INTERNATIONAL COMMUNICATIONS AGENCY FOR DEVELOPMENT

About us

Phoenix Design Aid A/S (PDAid) is an international design and communications company with expertise in graphics and digital solutions with years of experience working for the United Nations, the European Union and Non-governmental organizations (NGOs). Our clients have a passion for fundamental causes, such as protect children's right, secure highest possible level of health and caring for the environment. Read more about us at www.phoenixdesignaid.com

Our offices are located in Randers, Copenhagen, Nairobi, Sydney and Panama City and since our clients all based over the world, our project managers can be based anywhere too, as long as you bring a high-level skill set and experience within digital project management – preferably from a UN agency or inter-governmental institution.

You support to give life to every project

Your job will be to assist the regional office located in Panama. You will do this in close collaboration with our regional director and project managers. Your typical responsibilities will include:

- Support and follow up internal administrative business with project managers and the regional director.
- Responsible for administrative tasks, such as coordination of payments to suppliers twice per month, petty cash management, review of project contracts before signing, vacations chart update, office purchases, update of templates in Spanish, making travel arrangements, securing meetings with stakeholders, preparing agendas and follow up with the Panama team for updates when necessary.
- Maintain the OneDrive for the regional office with resources for project managers in order and updated, commonly: certifications, templates, contracts, etc.
- Provide IT support for the regional office staff (computers, MS office, software installation, e-mails, printers, remote access desktop, and internal system-NAV) and coordination of equipment maintenance and repairs with the local technicians and IT manager in Denmark HQ.
- Support the staff by scheduling meetings with different stakeholders and preparing meeting minutes.
- Monitoring and reviewing tenders in tender platforms and responsibility for updating internal communication platforms and follow-up internally with the regional team and send out Non-Bidding e-mails.
- Support project managers to prepare proposals (communication with partners, letters, forms and templates)
- Support in the regional office recruitment and hiring process of new staff and partners by securing meetings, carrying out the due diligence process, preparing contracts and organize trainings when necessary.
- Writing cases for the website and internal news in close collaboration with the responsible of communications in Denmark HQ.

The world is your work place

With us, you operate in an international environment. At the same time, you have the possibility to manage exciting projects that will make a difference to a lot of people. For the ideal candidate, the possibilities for personal and professional growth are great, as we work in a very dynamic environment with a wide range of contacts. We have plenty of room for ideas at our regional office in Panama City.

Seeing the big picture, changing and improving – even in English

You are organized, forward thinking, an engaging communicator, can multitask, have telephone skills, is discreet, flexible, patient, honest and a fast learner, can think outside the box and provide innovative ideas, have the ability to manage you own time and a real passion for communications. You follow Phoenix Design Aid [Code of Conduct](#) on a daily basis.

Qualifications

- Bachelor's degree in international business, business administration, or communications. Equivalent experience will be considered.
- Minimum two (2) years of relevant professional experience working in a similar role.
- Proficient communicating in English, certified.
- Proficiency in Microsoft Office and project management software.
- Excellent time-management and organizational skills, a positive and proactive attitude and able to work independently and as part of a team.
- Experience from a larger organization or corporation will be considered an asset.
- Experience working with organizations or government authorities will be considered a great advantage.

Application and contact

Please send us your CV to jerv@phoenixdesignaid.com with CC to mvt@phoenixdesignaid.com before Friday 21st of May – write “Assistant Project Manager + your name” in the subject line. We look forward to hearing from you.