

COMMUNICATION PROJECT MANAGER FOR INTERNATIONAL COMMUNICATION AND DESIGN AGENCY

Phoenix Design Aid S.A. – Panama City, Panama

Do you have a bundle of strategic communication ideas and experience leading communication projects? Are you passionate about seeing the bigger picture without forgetting the importance of supervising the details? Would you like to work in an international environment and projects?

We have an amazing group of clients, international projects and a wonderful working environment with personal development and career opportunities to offer.

About us

Phoenix Design Aid A/S is an international design and communication agency based in Denmark with expertise in graphics and communications solutions and more than 25 years of experience working with United Nations agencies, European Union agencies/institutions and non-governmental organizations (NGOs).

Phoenix Design Aid serves a global community through a headquarter in Denmark and four subsidiary offices in Panama City, New York, Nairobi and Valencia, and representative offices in Turkey, Lebanon, Ukraine, USA, Switzerland and Australia along with a network of trusted and qualified partners in 18 countries. 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

You give life to every project

Your job will be to provide strategic planning, development and coordination of communication services to promote the Sustainable Development Goals. You will do this in close collaboration with the rest of our project managers and clients, under the direct supervision of the Regional Director for Latin America and the Caribbean.

Responsibilities include:

- Manage and coordinate communication and projects, including planning and development of a project idea and leading the conformation and supervision of the needed team of partners depending on the skill sets required.
- Obtain offers from external partners, negotiate and conclude contracts with them and set and control the budget for the projects.
- Set the schedule and time frame for the projects and all subprojects, lead meetings to track the projects' progress and report on progress to customers and internal stakeholders.
- Act proactively anticipating/solving problems that may arise for the successful and on-time execution of the projects.
- Be the bridge between the partners capacities and the customer's expectations with an assertive and problem-solving attitude and negotiation skills.
- Assure the quality of the job done by the partners selected for the projects and make performance evaluation of every project.

- Compose price quotations and tenders.
- Feed the Phoenix Design Aid ERP-system with information on projects.

In summary, you are able to keep track of – and practically execute – every project from start to finish, from the initial composition of proposal to execution and follow up. You will work with communication for development assignments as well as larger integrated graphical projects.

Besides your key assignments, you will help us spread the word about our ability to deliver communication for development solutions effectively.

Experienced, accountable and sharp communicator – also in English

It is essential that you want to communicate with the best clients in the world – and always from a starting point of curious knowledge about the client's activities and area of operations. We envision you to be flexible, a good negotiator and that you have a substantial knowledge of communications products.

You are proficient in spoken and written English, and you have functional competencies, such as formulating strategies and concepts, analyzing and planning, solid organizational and communication skills, time management and problem-solving, attention to detail, multitasking and quality control skills and leadership.

Regarding your work ethics: You are trustworthy, respectful and demonstrate accountability and self-assessment.

Your workplace

Location: In our office in Panama City, Panama.

Type of position: Full time.

With us, you operate in an international environment, and at the same time you have the possibility to manage exciting projects that will make a difference to society. For the ideal candidate, the possibilities for personal and professional growth are at your reach, as we work in a dynamic environment with a wide range of contacts. We have plenty of room for ideas.

Qualifications:

- Graduate level focused on journalism, communication, public relations, knowledge management or equivalent experience.
- A minimum of 2 years' experience as project manager, primarily in communications.
- Experience from a larger organization or corporation or an agency background.
- Experience working with United Nations related organizations or government authorities will be considered a great advantage.
- Good proficiency in spoken and written Spanish and English (certified).

Application and contact

Please send us your application via email to na@phoenixdesignaid.com and jcb@phoenixdesignaid.com – write "Communication Project Manager and your name" in the subject line. We interview candidates continually. We look forward to hearing from you.