



Tel.: +36 1 312 2213 - E-mail: info@mgfu.hu

MGFÜ Közhasznú Nonprofit Kft. searching for a Junior International Project Officer

MGFÜ is a publicly owned agency for SME development and is seeking candidates for the position of international project officer in the area of SME development.

Main responsibilities:

- Designing and working out new project proposals in cooperation with international partners
- Working out proposals in the area of SME development as well as the budgetary planning of the proposals in cooperation with the finance department
- Liaising with the international partners on potential and relevant international calls
- Carrying out the contracting and contract modifications in cooperation with internal and external partners in cooperation with the finance officer
- Preparing and handing in reports to the first level controller through the relevant IT system
- Preparing reports at the request of the management of MGFÜ
- Documenting as requested by the internal regulation of MGFÜ and the relevant manuals of the funding programmes
- Assisting the external auditors with precise and relevant information on the project
- If needed for the purposes of the project the candidate should be able to carry out procurement of services under the relevant procurement regulation
- The candidate should participate in missions abroad in partner countries in particular in the regular project management meetings of the project where she should be able to present the progress of the project and represent MGFÜ.
- Tender search and analysis
- Documenting and analysing the filtered tenders and gathering relevant information, in particular on deadlines, requirements and funding opportunities.
- Assessing the risk factors and conditions for each relevant tender.
- Active cooperation with interested businesses, stakeholders, considering their needs and capacities.
- Developing and maintaining interactive communication channels (newsletters) for this aforementioned purpose.
- Participation in the organization of events, workshops and webinars presenting tender opportunities.
- Preparing individual notices of tender calls taking into account the needs and capacities of businesses.
- Providing technical assistance for the businesses in relation to identified tender opportunities.
- Preparing summary reports, proposals and carrying out the necessary documentation as requested by the internal regulation of MGFÜ and the relevant manuals of the funding programmes.
- Accurate and up-to-date administration and archiving of documents in connection with tender relations.



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The necessary experience to perform the above job description is gained under the supervision of senior colleagues and the head of unit

Expectations:

- **Relevant professional experience;**
- **High level of spoken and written English** and good presentation skills are expected;
- Degree in business studies or related areas;
- Openness to learning and sharing knowledge;
- Effective and solution-oriented attitude;
- Good problem solving and collaboration skills;
- Experience in the business sector and/ business analysis is a distinct advantage;
- Knowledge of the budgeting and control practices of European Union-funded projects is also an advantage.

What we offer:

- Challenging work environment, scope for personal development
- Qualified, broad-minded colleagues, the experience of joint creation and mutual support and development;
- Stable and reliable workplace;
- Competitive package;
- Full-time and permanent employment contract.

How to apply:

You should hand in an electronic CV in Hungarian AND English (with a photo), which we expect you to do by sending it to karrier@mgfu.hu and please also indicate your requested salary.

The signed data management information sheet must be attached to the application, which can be downloaded from the [link](#) below.

MGFÜ Közhasznú Nonprofit Kft. is committed to the realization of equal opportunities in the workplace, therefore we also welcome applications from potential employees with altered working abilities.