

## MGFÜ Public Benefit Non-profit Ltd. is 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.
- Assisting the team creating 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.
- 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;
- 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, 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](mailto: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 Public Benefit Non-profit Ltd. is committed to the realization of equal opportunities in the workplace, therefore we also welcome applications from potential employees with altered working abilities.**