

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:

- Tender search and analysis on the DevelopmentAid.org platform and in other relevant databases.
- 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.
- 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 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.