

Notice of application for the Course for Project manager of International Cooperation

The School of International Cooperation, in collaboration with COOPI (Cooperazione Internazionale) and C.A.P.A.C. (Politecnico del Commercio e del Turismo), is launching a professional training course for "Project manager of international cooperation".

This key figure is highly sought after by humanitarian and nongovernmental organizations for the implementation of projects in emergency and development contexts.

The technical-practical and highly professionalizing approach given to this course also represents its greatest strength: the faculty entirely consists of cooperators and specialists with sound experience in the humanitarian field, in different contexts around the world.

Course objective

The course aims to train qualified project leaders to manage development cooperation and humanitarian aid projects.

For those who are interested, at the end of the course it is also possible to apply to CAPAC (Politecnico del Commercio e del Turismo) to take the tests aimed at obtaining the following Certification of Proficiency: "Carrying out the management of an international cooperation project." Information available at:

<https://www.capac.it/corsi/certificazione-dellecompetenze/capac-certifica#durata>

At the end of the course, participants who pass the final exam with a high level of evaluation and are deemed suitable for the role may receive a proposal from COOPI for the position of project manager assistant, or, alternatively, depending on the results obtained by the participant, a volunteer proposal of about 6 months in one of the countries of intervention. To learn more about active projects visit the following section on the website: <https://coopi.org/it/cosa-facciamo.html>.

In addition, the CVs of participants who have successfully completed the course may also be shared with other NGOs networking with COOPI.

Syllabus

- The role of the project manager and his or her responsibilities
- The safety of staff in the field and in conflict zones
- The project contract
- Project evaluation and assessment
- Project Cycle Management
- Project management
- External relations, communication and visibility
- Preventing malpractice in project management
- Project logistics and procurement procedures
- Administrative management and financial audit
- Selection and management of local staff

- Stress & time management

The course will be delivered synchronously online, entirely in Italian, with some materials in English and French.

Duration

The total duration of the training course will be approximately:

- 140 hours in synchronous online mode, plus the hours of individual and group study and practice.
- Assessment test at the end of each module
- Final exam: 30-minute individual online interview.

To be eligible for the final exam, synchronous course attendance is mandatory (minimum 80%).

Course location and times

The training course will take place online, approximately from October 3 to December 6, with an estimated commitment of about 6 hours per day (4 synchronous and 2 asynchronous) from Monday to Friday.

COOPI reserves the right to postpone the start of the course by a few days.

Costs of participation

The registration cost for the course is 976 euros.

The course is co-financed for the remainder by COOPI International Cooperation.

There is no reimbursement of expenses during the training.

WHO CAN APPLY

Admission prerequisites

Applicants should:

- be fluent in Italian and proficient in French and/or English
- be at least 23 years old
- have a background in development studies, economics, international cooperation, political science, or related fields;
- be free from other employment or studies that would conflict with the course schedule;
- demonstrate strong motivation for working in challenging environments, in developing countries with long stays abroad, and willingness to travel
- be inclined to work in multicultural teams;
- have good ability to cope with potential stress generated by the activities and the work environment;
- be flexible, adaptable, dynamic;
- have organizational, planning and problem-solving skills and excellent interpersonal and communication skills.

The following are preferential entry qualifications

- experience (including volunteer and/or international civil service) of a total duration of at least one semester in developing countries in the field of humanitarian aid;
- knowledge of international cooperation project evaluation tools;

- knowledge of Project Cycle Management;
- good drafting skills;
- excellent knowledge of major computer packages;
- previous experience in managing complex projects of public funders (including in Italy);
- min. 6 months experience in project management abroad in NGOs or other third sector entities;
- previous experience in complex/emergency contexts;

Selection process

The School of International Cooperation intends to constitute a group of up to 12 participants for the course. The selection process will take place online through the following steps:

- Resume review;
- Online individual interview;
- Skills questionnaire;
- Definition of admission ranking;
- Notification of the outcome and confirmation of enrollment.

Participation in the selection process does not result in automatic admission to the training course.

Please keep in mind that only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis and the position will be closed once filled, thank you for your understanding.

How to send your application

To apply, send:

- curriculum vitae (max 1 page)
- Motivation letter explaining your interest in this course and your motivations for working in the world of cooperation as a project leader (in English or French)

Deadline: September 16, 2024

The link for sending applications is as follows: <https://curriculum.educoopint.org/>

For information write to: corsi@educoopint.org