



SELECTION NOTICE

Project Manager – Bosnia and Herzegovina

Duty station: Tuzla, Bosnia and Herzegovina, with frequent missions to the project intervention areas (Bratunac/Srebrenica and Zavidovići)

Duration: 12 months, renewable up to a total of 36 months.

Expected start date: March/April 2026

Type of contract: contract under the **National Collective Bargaining Agreement for Social Cooperatives (CCNL Cooperative Sociali)** or another type of contract suitable for the country of implementation (Bosnia and Herzegovina), to be agreed with the selected candidate. Monthly remuneration is defined for each position according to the level of the role and the experience of the selected candidate, and will be communicated during the HR interview or, in any case, during the initial phase of the selection process.

G.U.S. Gruppo Umana Solidarietà Guido Puletti APS is recruiting a **Project Manager** for the project **EcoR.E.S – Environmentally respectful, inclusive and fair economic growth in Bosnia and Herzegovina**, funded by the **Italian Agency for Development Cooperation (AICS)** under the framework of “2023 Call for proposals for the awarding of contributions to initiatives promoted by Local Authorities (entities referred to in Article 25 of Law No. 125/2014) and Civil Society Organizations (and other non-profit entities registered in the list referred to in paragraph 3 of Article 26 of Law No. 125/2014)”.

EcoR.E.S is a project aimed at fostering **sustainable, inclusive and fair economic growth in Bosnia and Herzegovina** through **vocational training, job creation, support for social start-ups, and the removal of barriers affecting women and persons with disabilities**. The initiative combines **economic development, environmental protection, gender equality and social innovation**, with the goal of strengthening the local labour market and generating long-term positive impact in the target areas.

1. Purpose of the position

The **Project Manager** is responsible for the overall management of the project in Bosnia and Herzegovina and ensures:

- proper technical implementation of activities in accordance with AICS general procedures;
- effective coordination of project partners and staff;
- compliance with timelines and contractual obligations;
- achievement of the objectives, results, and indicators set out in the project.

The position requires multi-level management skills in a complex institutional context (Federation of BiH and Republika Srpska), as well as experience in managing structured territorial partnerships.



2. Main responsibilities

I. Coordination and operational planning

- Implement the **EcoR.E.S** project in line with AICS general procedures, ensuring the achievement of objectives, results, and indicators, in close synergy with the Projects Office of the Implementing Entity;
- Prepare and update the annual operational plan and periodic work plans in coordination with all partners;
- Coordinate the start-up, implementation, and closure of the individual project components.

II. Partnership management and institutional relations

- Manage relations with all project partners;
- Facilitate coordination board and institutional meetings in order to ensure strategic and operational alignment among all partners.

III. Reporting and compliance

- Ensure the systematic collection of data related to project indicators;
- Draft periodic narrative and financial reports in collaboration with the **Financial Manager**;
- Ensure compliance with the applicable administrative and operational procedures;
- Coordinate with the Financial Manager to ensure consistency between technical progress and budget expenditure.

IV. Team management

- Coordinate and supervise project staff;
- Define tasks, objectives, and operational responsibilities;
- Promote a positive working environment based on responsibility, collaboration, and mutual respect;
- Ensure the application of internal policies (Code of Ethics, beneficiary protection, prevention of conflicts of interest).

3. Mandatory requirements

- Master's degree in Political Science / Law / Economics or related disciplines;
- At least 5 years of documented experience in managing projects funded by institutional donors (AICS, European Union, UN Agencies, or equivalent);
- Proven experience in coordinating complex partnerships and multi-stakeholder projects;



- Experience in managing multidisciplinary teams;
- In-depth knowledge of the institutional framework of Bosnia and Herzegovina, with particular reference to the structure of the Federation of BiH and Republika Srpska;
- Knowledge of the socio-economic context of the project intervention areas;
- Excellent knowledge of English (written and spoken) and excellent knowledge of Bosnian and/or Italian;
- Strong strategic planning, problem-solving, and priority-management skills, with a results-oriented approach.

4. Preferred requirements

- Experience in vocational training, local economic development, or entrepreneurship;
- Experience in social inclusion and equal opportunities programmes;
- Good knowledge of Bosnian;
- Good knowledge of Italian;
- Strong negotiation and institutional relationship-management skills, aimed at building shared and sustainable solutions among diverse stakeholders;
- Ability to work in multidisciplinary and multicultural teams, with proven coordination skills and the ability to facilitate decision-making processes in order to create a positive working environment;
- Strong interpersonal and communication skills, with a collaborative and results-oriented approach;
- Ability to manage project resources effectively, with particular attention to the principles of efficiency, sustainability, and environmental responsibility;
- Sensitivity to environmental sustainability issues and the responsible use of resources, integrated into project planning and implementation processes;
- Knowledge of gender mainstreaming principles and ability to integrate them into project planning and management; sensitivity to ethical finance and responsible procurement, with attention to sustainability, transparency, and social impact criteria in procurement procedures.



5. Application procedure

Interested candidates are invited to submit the following documents to ufficio.personale@gus-italia.org by **15 March 2026**:

- **Curriculum Vitae** (updated and signed);
- **Motivation letter.**

Subject line: “Application – Project Manager EcoR.E.S”

G.U.S. Gruppo Umana Solidarietà Guido Puletti APS promotes equal opportunities and encourages applications regardless of gender, nationality, age, origin, or personal condition. Following the evaluation carried out on the basis of the submitted documentation (CV and motivation letter), shortlisted candidates will be invited for an interview.

Pursuant to **Regulation (EU) 2016/679 (GDPR)**, the personal data provided will be processed exclusively for purposes related to this selection procedure and in compliance with the principles of lawfulness, fairness, and confidentiality.