



## Food Association IS LOOKING FOR A PROJECT MANAGER

The ISEKI-Food Association (<https://www.iseki-food.net/>), registered in Vienna, is partner in several ERSAMUS+ and H2020 projects and is looking for 1 or 2 qualified persons to work for these projects and related activities.

### Job description (key aspects):

- **Project Management:** assistance in writing (EU - and non EU-funded) project proposals, management of projects in the food and education/training sector (e.g. the ongoing Food-STA (<https://www.food-sta.eu/>), South East Asia Beverage Academy (<https://www.sea-abt.eu/>), and the startings projects (Erasmus+ KA ASKFOOD, H2020-NEXTFOOD) including various activities like the development and maintenance of web platforms together with a designer and programmer, designing and implementation of education and training system
- **Marketing and administrative work** on accreditation of food study programmes and certification of food-related short courses
- **Marketing, management, supporting activities** of IFA, like the food careers platform (<https://www.foodcareers.eu/>), organising webinars (<https://www.iseki-food.net/webinars/past>) and e-learning (<https://moodle.iseki-food.net/>), administration of our online journal (<https://www.iseki-food-ejournal.com/ojs/index.php/e-journal>), etc.

### Conditions and requirements:

- part or full time, flexible working time possible
- on a Home Office basis, good internet connection mandatory
- willingness for traveling from time to time to participate in project meetings
- salary depending on expertise and country of employment
- excellent English written and oral communication skills and computer literacy (advanced use of office programmes)
- university degree in food studies and experience in project management, IT and education/training appreciated

If you are interested in this position, please apply by e-mail with an **application letter and a CV**, sent to the ISEKI-Food Association office ([office@iseki-food.net](mailto:office@iseki-food.net)) latest by **14 January 2018**.

**WE LOOK FORWARD TO RECEIVING YOUR APPLICATIONS**