

International-minded graduates for project management and consultancy

Your responsibilities as part of our technical team

Our technical team is responsible for the management and delivery of technical proposal offers during tendering phase as well as development and control of all deliverables for all of our projects worldwide. You will be a part of a young and dynamic team where responsibility is distributed on a project basis, and teamwork is an integral part of the job. The team will train you in the various disciplines within the field, where you can expect a steep learning curve. You will be given the responsibility and ownership to create high quality inputs for various requests and to meet deadlines by establishing priorities and target dates with your team.

Your main tasks in the position will include:

- Research and analysis of large amounts of information to understand the technicalities, context and specific requirements for each project.
- Development of proposal offers for tenders from multiple international donors such as EU, EIB, World Bank, ADB, AfDB, GIZ and others ensuring accuracy, clarity, readability, and consistency.
- Coordination with consortium partners and associates in the tender preparation process.
- Quality control and constructive feedback on proposals developed by team members, to ensure high-quality deliverables for submission to the Clients.
- Backstopping and quality control on reports developed by experts in various projects.

A hardworking, articulate, and detail-oriented team member

Being responsible for tenders, deliverables and proposals, your attention to detail and ability to understand and process complex information and present it as tangible outputs and deliverables will be key to secure new and exciting projects for the company.

The most important thing for us is the chemistry between you and our existing team, and that you contribute positively to our existing work environment, which is characterized as open and flexible, with a strong involvement of your opinion in the decision-making process. Exchange of knowledge across employees and departments is key to our way of working, therefore we expect you to engage in this process on a daily basis.

In addition to the above, we expect you to have:

- A Master's degree within the Social Sciences e.g. Economics, Business Administration, or a similar field – or a technical background as an engineer with a holistic economic understanding.
- 1-3 years of relevant experience in performing similar tasks through student jobs, internships or full-time positions is considered an advantage.
- Full professional proficiency in English, with exceptional writing skills. Proficiency in French will be considered as advantage.

- An ability to understand complex situations and documentation and transform large amounts of material to specific written components and figures.
- A quick learner, who demonstrates critical thinking and is able to make independent and context appropriate decisions using sound judgment.
- Great teamworking and communication skills as well as independent drive and an eye for detail.
- A structured and organized mindset with an excellent ability to work under pressure.
- High proficiency in Microsoft Office Products (Word, Excel, PowerPoint).
- Specific technical knowledge of the following sectors is considered an advantage but not a requirement; transport, infrastructure, environment and energy.

Working at NTU International

At NTU, people are our most important asset. Our collaborative and multidisciplinary work environment creates excellent opportunities for professional and personal development. With us, you will be able to shape your career. As an international consultancy company, working with international development projects all over the world, including remote areas and conflict regions, we work across all disciplines and our projects are consistently managed through holistic and innovative approaches. Our projects deliver value to both clients, stakeholders and locals, and we work with a high level of integrity. We are proud to show up to work every day, knowing that we work towards a greater purpose.

Conditions

The position is a full-time position. Salary will be based on your individual abilities. We offer flexible work arrangements, and a great and welcoming work environment. The start date will be decided upon availability of the selected candidate.

Want to be a part of the team?

Interested candidates are encouraged to apply by submitting their application to **Vaida Cerneckyte-Larsen** at **vac@ntu.eu** before **31st of October 2021**. Please mark your application with "Technical Team". Only selected candidates will be contacted.

About NTU International

Over the past years, NTU has successfully delivered over 150 long-term projects including both studies and technical assistance for programme development and implementation of large-scale infrastructure projects, in addition to over 1000 specialized technical assignments, financed by national and local governments, international development partners and international financial institutions, in a total of 161 countries.

Read more about our projects, services and approach on our website: **www.ntu.eu** For more impressions, see our LinkedIn: **www.linkedin.com/company/ntu-international/**