



<b>Function name</b>	<b>Description</b>
<b>Hr/week</b>	Project Support
<b>Location</b>	40
<b>Archetype</b>	Project Region and Amsterdam (based on project need)
<b>Responsibilities</b>	Jack of all trades, highly organised multitasker <ul style="list-style-type: none"> <li>- Provide and maintain project planning, budget and scope.</li> <li>- Support in selection and procurement of suppliers, consultants, advisors, etc</li> <li>- Provide professional communication, preparation of reporting to SPV</li> <li>- Set up and maintain all project documents and templates, needed for the project</li> <li>- Prepare, perform and/or facilitate analysis of risks.</li> <li>- Generic project support</li> </ul>
<b>Experience</b>	<p><u>Need to have</u></p> <ul style="list-style-type: none"> <li>- Successful track record in providing hands-on project support in managing scope, planning, budget, risks, reporting, stakeholder mapping, procurement, etc)</li> <li>- Successful track record working in green field conditions. Setting up and implementing project structures in teams, from scratch</li> <li>- International experience</li> <li>- 5 years + experience</li> </ul> <p><u>Nice to have</u></p> <ul style="list-style-type: none"> <li>- Experience working in same role in construction phase</li> </ul>
<b>Knowledge &amp; Skills</b>	<p><u>Need to have</u></p> <ul style="list-style-type: none"> <li>- Energetic, self starter &amp; perseverance</li> <li>- Accurate, structured, pro-active communicator &amp; team player</li> <li>- Knowledge of PMI/PMBOK project management principles</li> <li>- Higher education</li> <li>- Good English skills</li> </ul> <p><u>Nice to have</u></p> <ul style="list-style-type: none"> <li>- Arabic language</li> </ul>
<b>Yearly salary</b>	[TBD]
<b>Hourly rate</b>	[TBD]
<b>Expected start (Q)</b>	[TBD]