

Projects and Development Manager

- Projects and applications development and administration
- International partnerships coordination
- Preparation of documents, reports, correspondence
- Organisation of conferences, seminars, meetings, events, etc.
- Updating the funding section on the website
- Assistance and contacts with member cities and Union bodies / structures: Planning Cities, Safe Cities, Sustainable Cities, Youthful Cities, Strategy task force, Policy and projects task force (Projects)).
- Translation of the documents
- Postage of documents, publications, correspondence
- Other tasks assigned by the Secretary General