






Women without Borders

Project Manager position and application guidelines

Thank you for your interest in the position of Project Manager at Women without Borders (WwB) in Vienna. This document provides background information on the organisation, details expectations and requirements of the applicant, and provides an overview of the supporting material to be submitted by you and your referees. We welcome applications from individuals with work experience in government, non-governmental organisations, academia, and management consulting. Individuals with fieldwork and project implementation experience in related fields are especially encouraged to apply.

About

Women without Borders (WwB), a Quasi International Organisation headquartered in Vienna, was founded by Edit Schlaffer in 2001. To date, we have implemented some eighty projects across thirty countries in the areas of Female Leadership, Capacity Building, Gender Based Violence, Intercultural Dialogue, and Preventing Violent Extremism. Our emphasis rests on translating evidence-based research into needs-based grassroots programming.

-  *empowering the female leaders of today and tomorrow at the individual, community, and global levels*
-  advocating for a future without fear, suppression, and violence against women
-  bringing the voices of impactful local leaders to the attention of the world
-  introducing and normalising the idea of mothers as the first line of defence in their homes and communities
-  supporting and inspiring women in the process of moving from victimhood towards agency

Requirements

- experience in managing projects involving multiple stakeholders with limited supervision
- ability to work in a fast-paced environment—either independently or as a member of a team—while continuing to fact-check, maintain attention to detail, and meet deadlines
- competence in coordinating with team members and local partners to ensure that all project requirements and targets are met
- advanced writing, research, and oral communication skills
- preferably advanced knowledge/expertise in one or more of the following fields: politics & international relations, public policy, modern history, P/CVE, human rights, women’s rights
- professional conduct, excellent interpersonal skills, good communication skills, and able to work productively with individuals from different cultural and educational backgrounds
- creativity, resourcefulness, flexibility, and sound judgment under pressure
- a moral compass, excellent work ethic, and trustworthy
- proficient in PowerPoint and Excel
- working language English

Responsibilities

The Project Manager acts as the lead for a specific project in one or more locations and thus oversees and manages end-to-end implementation of said project. The general duties include but are not limited to the following.

- project management and office administration
- work closely with local implementing partner(s) and other stakeholders
- visit project locations
- conduct in-depth interviews
- organise and lead project kick-off and final events, including expert roundtables
- ensure systematic monitoring of workshop progress and evaluation of results
- compile and analyse workshop data
- report on project findings to WwB leadership and in external fora, as appropriate
- formulate and implement workshop follow-up plan for sustained impact
- manage project budget
- proposal writing
- conduct background research and produce/deliver report or presentation
- attend meetings, take notes, and write summary reports
- draft communications and contribute to online and social media presence
- additional administrative support in, inter alia, scheduling, travel and event logistics, contact list management, data and background material organisation, expenses reimbursement

Application checklist

We will confirm receipt of your application when all of the following supporting material has been submitted.

- **Covering Letter** indicating suitability, reasons for applying, and possible start date(s)
- **Curriculum Vitae** of no more than two pages.
- **Two letters of recommendation** from past employers and/or supervisors. Kindly have your referees send their letters directly to office@women-without-borders.org with the subject line 'WwB Project Manager position Reference for [surname]'.
- **Optional: writing sample** of up to 5000 words, incl. footnotes/endnotes. Either a single piece, two articles/papers of up to 2500 words each, or a dissertation with an abstract and a short description that draws attention to relevant chapters or sections.

With the exception of references, please send all of the above to office@women-without-borders.org in one e-mail with the subject line 'Project Manager Application [Surname]'. We look forward to receiving and reviewing your application!

Women without Borders Change the World

www.women-without-borders.org | office@women-without-borders.org

