

## Notice of application for the Course for Project manager of International Cooperation

The *Scuola di Cooperazione Internazionale* (School of International Cooperation), in collaboration with COOPI - Cooperazione Internazionale is launching a professional training course for "Project manager of international cooperation".

This key figure is highly sought after by humanitarian and nongovernmental organizations for the implementation of projects in emergency and development contexts.

The technical-practical and highly professionalizing approach given to this course also represents its greatest strength: the faculty entirely consists of cooperators and specialists with sound experience in the humanitarian field, in different contexts around the world.

### Course objective

The course aims to train qualified project leaders to manage development cooperation and humanitarian aid projects.

### Syllabus

- The role of the project manager and his or her responsibilities
- The safety of staff in the field and in conflict zones
- The project contract
- Project evaluation and assessment
- Project Cycle Management
- Project management
- External relations, communication and visibility
- Preventing malpractice in project management
- Project logistics and procurement procedures
- Administrative management and financial audit
- Selection and management of local staff
- Stress & time management

The course will be delivered synchronously online, entirely in Italian, with some materials in English and French.

### Duration

The total duration of the training course will be approximately:

- 140 hours in synchronous online mode, plus the hours of individual and group study and practice.
- Assessment test at the end of each module
- Final exam: 30-minute individual online interview.

To be eligible for the final exam, synchronous course attendance is mandatory (minimum 80%).

### **Course location and times**

The training course will take place online, from October 15th to December 18<sup>th</sup> 2025, with an estimated commitment of about 6 hours per day (4 synchronous and 2 asynchronous) from Monday to Friday.

COOPI reserves the right to postpone the start of the course by a few days.

### **Field experience**

At the end of the course, participants who have passed the final exams with a high grade, who are considered suitable for the position and are themselves interested on may receive a proposal to work for about 6 months in one of the countries of intervention by COOPI.

The CVs of participants who successfully complete the course could also be shared with other NGOs in the network with the School of International Cooperation.

### **Costs of participation**

The registration cost for the course is 976 euros.

The course is co-financed for the remainder by COOPI - Cooperazione Internazionale.

There is no reimbursement of expenses during the training.

## **WHO CAN APPLY**

### **Admission prerequisites**

Applicants should:

- be at least 23 years old
- have a background in development studies, economics, international cooperation, political science, or related fields;
- fluent written and oral knowledge of French and/or English;
- be free from other employment or studies that would conflict with the course schedule;
- demonstrate strong motivation for working in challenging environments, in developing countries with long stays abroad;
- be inclined to work in multicultural teams;
- have good ability to cope with potential stress generated by the activities and the work environment;
- be flexible, adaptable, dynamic;
- have organizational, planning and problem-solving skills and excellent interpersonal and communication skills.

### **The following are preferential entry qualifications**

- experience (including volunteer and/or international civil service) of a total duration of at least one semester in developing countries in the field of humanitarian aid;
- knowledge of international cooperation project evaluation tools;
- knowledge of Project Cycle Management;
- good drafting skills;
- excellent knowledge of major computer packages;
- previous experience in managing complex projects of public donors (including in Italy);
- min. 6 months experience in project management abroad in NGOs or other third sector entities;

- previous experience in complex/emergency contexts;

### **Selection process**

The School of International Cooperation intends to constitute a group of up to 12 participants for the course. The selection process will take place online through the following steps:

- Resume review;
- Online individual interview;
- Skills questionnaire;
- Definition of admission ranking;
- Notification of the outcome and confirmation of enrollment.

*Participation in the selection process does not result in automatic admission to the training course.*

Please keep in mind that only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis and the position will be closed once filled, thank you for your understanding.

### **How to send your application**

To apply, send:

- curriculum vitae (max 1 page)
- Motivation letter explaining your interest in this course and your motivations for working in the world of cooperation as a project leader (in English or French)

### **Deadline: September 15th, 2025**

**The link for sending applications is as follows:** <https://curriculum.educoopint.org/>

**For information write to:** [corsi@educoopint.org](mailto:corsi@educoopint.org)