

## 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

At the end of the course, participants will be able to:

- **understand the role and main responsibilities of the Project Manager** in international cooperation projects, supporting the planning, implementation and monitoring of activities in line with the organisation's strategy;
- **understand and use the main project management tools**, including budgets, contracts, operating procedures, monitoring systems and communication tools, working in coordination with the Country Coordinator and senior figures;
- **understand the system of project relations and resource management**, including partnerships, relations with donors and stakeholders, personnel management and security, contributing to the proper functioning of the project in complex and regulated contexts.

### Syllabus

- **The project cycle**: main phases, needs analysis, definition and implementation of activities.
- **Coordination and relation system**: coordination at country and project level, communication flows, role of the PM in the country delegation.
- **External relations and partnerships**: relations with institutional partners, NGOs, donors, consortia and co-financing.
- **Project contract and budget**: contract structure, management rules, types of costs, sustainability strategies, donor budget formats.
- **Operational procedures and procurement plan**: procurement procedures, tenders and supporting documentation, procurement plan.
- **Logistics and operational tools**: stock management, inventory, vehicle fleet, management tools.
- **Monitoring, evaluation and communication**: monitoring and evaluation tools, project communication and visibility, use of an expenditure forecasting tool.

- **Economic and financial management and compliance:** economic and financial management of the project, expenditure support documentation, administrative and financial audit, prevention of illegal activities.
- **Human resources and security:** selection and management of project staff, security 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 March 30th to June 12<sup>th</sup> 2026, 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.

### 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 funders (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.*

### **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:** **March 9th, 2026**

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

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