

NGO Support Centre Position Vacancy

Position: Project Manager (Full-time)

Location: Nicosia

The [NGO Support Centre](#) is an independent, non-governmental, non-profit organisation established in 1999 and dedicated to the development and strengthening of civil society in Cyprus. The organisation's vision is a dynamic, active and reactive civil society in Cyprus that participates in and advocates for democracy, dialogue and civic engagement. The NGO Support Centre's work focuses on empowering civil society organisations (CSOs) and promoting their sustainability by implementing capacity building activities and trainings for local CSOs, raising awareness about the role and impact of civil society, engaging in advocacy to protect civic space and promoting active citizenship and civic participation. In recent years, the NGO Support Centre has been establishing its role as intermediary between funding mechanisms and local civil society, applying its knowledge and experience to facilitate access to funding for local CSOs, through re-granting and fund operation programmes.

Responsibilities:

The Project Manager will be responsible for coordinating the planning, implementation, and monitoring of current and upcoming projects, contributing to the achievement of the organisation's key objectives and deliverables.

Key responsibilities:

- Lead the planning, implementation and monitoring of projects to ensure timely and effective delivery.
- Coordinate project activities and represent the Centre and its projects in Cyprus and abroad.
- Maintain and update information systems to support project reporting, ensuring the submission of accurate financial and narrative reports.
- Develop and manage records and databases related to project activities, training outputs, materials, and contacts.
- Gather and analyse information for project monitoring and evaluation.
- Manage and monitor third-party projects funded.
- Maintain regular communication with partners, donors, and beneficiaries, ensuring the prompt exchange of relevant information.
- Research funding opportunities and support the preparation of project proposals and budgets for EU and other programmes.
- Collaborate effectively with other staff members to ensure the smooth implementation of activities and the efficient daily operation of the Centre.

- Contribute to capacity building by developing your own and colleagues' skills and competences, including identifying and participating in local and international trainings and events.

Qualifications & Requirements:

Qualifications:

A First Level University degree (Bachelor's degree or equivalent) in Social Sciences, Project Management, Political Sciences, Public Relations, European Studies or a related field.

A Master's degree in a relevant field will be considered an advantage.

Essential Skills/ Experience:

- 3-5 years of experience in project implementation and management in European and other programmes;
- Knowledge and experience of fundraising, ideally from the NGO/civil society sector;
- Excellent ability to manage own time effectively, in a multi-task environment;
- Capable of working under pressure and observing strict deadlines;
- Ability to adapt easily, work collaboratively as a team worker and take initiatives;
- Highly adaptable, flexible, and able to respond effectively to changing priorities.
- Excellent communication skills, including high quality written communication, with strong attention to detail;
- Good understanding of current affairs, especially the role of the civil society sector;
- Good liaison skills and an ability to work with diplomacy and sensitivity;
- Experience of working in partnership, ideally gained within the civil society sector;
- Experience in facilitating meetings or workshops, training, NGO capacity-building or organisational development is an advantage.
- Excellent knowledge of the Greek and English language (oral and written);
- Excellent command of Microsoft Windows™ & Office Tools (Word™, Excel™, PowerPoint™, Outlook™)

How to apply

To apply, please send your CV and a Cover Letter (max 500 words), clearly indicating your experience based on the Qualifications & Requirements description to info@ngo-sc.org, **by the 17th of December 2025, 18:00** with the subject line "**Vacancy: Project Manager Position**".

For more information about the position, you can contact the NGO Support Centre at info@ngo-sc.org/ +357 22875099 (Mon-Fri, 9:00 - 17.00)

Only shortlisted candidates will be contacted and invited to an interview.

Starting date



The person is expected to start in January 2026.

The contract will have a duration of two years with the possibility of extension. The first six (6) months are considered a probation period.