

CALL FOR EXPERT

Project Manager

Terms of reference

The Hallgarten-Franchetti Centro Studi Villa Montesca Foundation launches a call for applications for the selection of a **Project Manager** for the project “PROCULTHER-4ALL – Protecting Cultural Heritage from the Consequences of Disasters for All”, co-funded by the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) under the Union Civil Protection Mechanism (UCPM) (Grant Agreement No. 101253363).

Consortium:

Coordinator: Italian Civil Protection Department - ICPD

Partners

FRANCE Ministry of Interior, General Directorate for Civil Protection and Crisis Management- DGSCGC

GERMANY, German Archaeological Institute – DAI

POLAND, Warrant Officers School of the State Fire Service in Kraków

PORTUGAL, Museums and Monuments of Portugal

TÜRKIYE, Disaster and Emergency Management Presidency - AFAD

ITALY, Hallgarten-Franchetti Centro Studi Villa Montesca Foundation – FCSVM

Background

PROCULTHER-4ALL aims to strengthen cooperation among UCPM Member and Participating States in reinforcing the protection of cultural heritage through improving the overall preparedness of the UCPM, its stakeholders, and the wider population. Specifically, PROCULTHER-4ALL will provide the technical and operational framework to support the transition towards a comprehensive preparedness approach for the protection of cultural heritage against both natural and human-induced hazards. This overarching objective entails expanding the existing whole-of-government and all-hazards approach, already established through previous PROCULTHER initiatives, into a comprehensive whole-of-society model. Therefore, the PROCULTHER-4ALL project will strengthen capacities to also ensure the integration of cultural heritage protection within disaster response frameworks, ensuring that teams are better equipped to safeguard both tangible and intangible heritage during emergencies.

By further enhancing training programs and refining operational protocols, the PROCULTHER-4ALL project will contribute to the continuous improvement of EU capabilities in managing cultural heritage risks.

Role

Under the overall supervision of the Project Director, the Project Manager will be responsible for the effective coordination and implementation of project activities, working closely with the project management team to ensure the timely delivery and quality of project results. The Project Manager will oversee project planning, implementation, reporting, resource allocation, budget monitoring and stakeholder coordination, while facilitating communication, points of contact, and knowledge exchange

among consortium partners and with the PROCULTHER community. The Project Manager will also ensure compliance with contractual obligations and the achievement of the project's objectives.

Tasks

The Project Manager will be responsible for:

- Coordinating project activities and monitoring their implementation, including the delivery of project outputs, the development of assessment and research activities, and the implementation of testing and pilot actions;
- Supporting the overall management of the project consortium and facilitating coordination among project partners;
- Ensuring compliance with the Grant Agreement, project work plan and reporting requirements;
- Drafting, reviewing and editing project documents, technical reports and deliverables;
- Organizing and participating in project meetings, workshops, conferences and dissemination events;
- Participating in meetings and conference calls with project partners, European institutions and relevant stakeholders;
- Liaising with representatives of the European Commission, DG ECHO, Executive Agencies and other relevant bodies;
- Monitoring project progress against milestones, deliverables and performance indicators;
- Preparing periodic progress reports and supporting financial and technical reporting activities;
- Monitoring project expenditures and budget implementation, ensuring sound financial management and compliance with project rules;
- Identifying implementation challenges and risks, proposing mitigation measures and corrective actions in coordination with the Project Director;
- Supporting communication, dissemination and stakeholder engagement activities;
- Contributing to the development of project proposals and participation in European, national and regional funding opportunities.

The Professional shall:

- Perform the assigned duties with due care, diligence and professional expertise;
- Report regularly to the Project Director and Foundation Management on project implementation and progress;
- Ensure the timely preparation and delivery of all outputs, reports and documentation required under the project;
- Carry out the assignment with full technical and organisational autonomy, while ensuring effective coordination with the Foundation and project partners;
- Uphold the principles of confidentiality, impartiality and professional integrity in the performance of all assigned tasks.

Minimum Eligibility Requirements

Applicants must meet all of the following minimum eligibility requirements:

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- Be an Italian citizen or a citizen of a Member State of the European Union, with an adequate knowledge of the Italian language;
- Have reached the age of majority and not have reached the mandatory retirement age established by applicable legislation;
- Enjoy full civil and political rights, including in their country of citizenship or origin, in accordance with applicable laws;
- Not be disqualified from exercising voting rights;
- Have no criminal convictions and no pending criminal proceedings;
- Not have been dismissed, removed, or discharged from employment with a public administration or with private entities subject to public-law recruitment regulations due to persistent unsatisfactory performance or disciplinary reasons;
- Not have been removed from public employment, nor dismissed by private entities subject to public-law recruitment regulations, as a result of submitting false documents or documents affected by non-remediable irregularities;
- Not be in a situation of conflict of interest with the Foundation due to assignments, activities, or consultancy services carried out against the interests of the Foundation.
- Possess all the above-mentioned minimum eligibility requirements. Failure to meet any of these requirements will result in exclusion from the subsequent evaluation and scoring phases.

QUALIFICATIONS & EXPERIENCE REQUIRED

Education

Master's degree in International Relations, Political Science, Architecture, Engineering, Cultural Heritage Studies, Art History, Public Administration, Business Administration, Economics, Finance or other relevant field.

Professional Experience

- At least five years of professional experience in project management, project monitoring and implementation;
- Demonstrated experience in the management of EU-funded projects and programmes;
- Proven experience in budget monitoring, financial reporting and administrative management of projects;
- Experience in stakeholder engagement and management of institutional relations at national and international level;
- Relevant professional experience in disaster risk management, emergency management, international cooperation and/or cultural heritage protection and management;
- Experience working in multicultural and multidisciplinary environments.

Skills and competencies:

- Excellent organisational and project management skills;
- Strong analytical, problem-solving and decision-making abilities;
- Excellent communication and interpersonal skills, with the ability to engage effectively with a wide range of stakeholders;
- Ability to plan, prioritise and coordinate multiple activities simultaneously;
- Excellent drafting skills and ability to prepare high-quality technical and administrative documents;

- Excellent command of English and Italian, both written and spoken;
- Availability to travel internationally;
- Excellent computer skills, including proficiency in Microsoft Office applications and collaborative online tools.

Advantages:

- Familiarity with the Union Civil Protection Mechanism and its governance framework;
- Previous experience in DG ECHO-funded projects;
- Knowledge of an additional European language;
- Field experience in emergency management, humanitarian assistance or disaster risk reduction initiatives.

Application procedure:

Send to info@montesca.eu within **27 July 2026** indicating **PROCULTHER-4ALL** in the **Object**

- Current CV in English of no longer than 5 pages should be uploaded, using the format: <https://europa.eu/europass/en>
- Cover letter (one page focused on motivation, we encourage you to describe/ focus on how your education, experience and skills match our requested profile as stated in this call).
- Optional additional documents such as reference letters.

No applications are valid after the above stated deadline.

Shortlisted candidates only will be contacted.

Duration of the assignment: The position shall be assigned from the date of signature of the contract until 30 March 2028, subject to a possible extension in the event of an extension of the project duration and subject to the continued availability of financial resources.

Work Place: The activities will be carried out at the premises of the Italian Civil Protection Department, under the coordination of the Foundation's Management and the supervising of the Project Director.

Total estimated gross monthly salary: EUR 4.850,00 under a “prestazione coordinata e continuativa” employment contract, in accordance with Italian law.

The responsible person for this selection procedure:

Fabrizio Boldrini
Direttore
Fondazione Hallgarten Franchetti

Città di Castello, 08/07/2026