

Junior Consultant - International Development

Department:
Ecorys Nederland

Location:
Sofia, Bulgaria

Education Level:
University Degree (Bachelor)

Deadline:
01-08-2025

Country:
Bulgaria

Ecorys is an international research-based consultancy that helps our clients make a positive impact on society. We are leaders in research and evaluation, project management and communications providing the evidence and advice that our clients need to tackle the issues that affect communities around the world. Our 600 staff are justifiably proud of our innovative and thought-provoking contributions to public policy and programme delivery. We are passionate about reducing our environmental impact and having a positive social impact. We donate profits to our charity of the year, organise volunteering days and are committed to being carbon neutral by 2029.

What you will be doing

The International Development Unit (IDU) leads on Ecorys' work in developing countries from our teams in the Netherlands, Belgium, UK, Bulgaria, Zambia, Bangladesh, Ghana, India, and Turkey allowing you to work in a truly international environment. IDU's core focus areas are Public Administration & Governance, Economic Development, Natural Resource Management, Social Protection and Livelihoods while we are active in the service areas Monitoring & Evaluation, project design (formulation), technical assistance, capacity building and grant management.

We have an informal working atmosphere. You will work in teams alongside professional and enthusiastic colleagues. You will be given a large degree of freedom and responsibility.

The role of a Junior Consultant within the International Development Unit of Ecorys based in Sofia is to contribute to the successful acquisition and delivery of international development projects. The role involves two core functions with near equal focus:

- Responsible for the successful management of international development projects, mainly funded by the European Union.
- Support to the identification, development and winning of proposals.

The role will involve a range of tasks appropriate to the grade. Levels of responsibility for specific tasks are specified below. Tasks will include, but will not be limited, to those outlined below.

As a Junior Consultant your role will include but is not limited to:

Business Development (50% of role)

- Becoming part of the Recruitment Team to identify key and non key experts on large proposals. Identify, negotiate and recruit associate staff for proposals and projects, including but not limited to placing of adverts, selection of associate staff, briefing of staff, negotiations on fees and contractual arrangements etc.
- Formatting and tailoring project documents including Eols, proposals, CVs and reports.
- Develop high quality graphics and visual aids for project tenders in consultation with bid manager/bid writers
- Support the preparation of first drafts of non-technical chapters where appropriate.
- Learn the proposal preparation process under guidance of proposal manager.

Project management (50% of role)

- Undertaking the management of projects with increasing level of responsibility for project management duties, in accordance with Ecorys' project management approaches and quality standards.
- Supporting Project Director(s) in meeting client expectations to deliver project(s) on time, in scope and on budget.
- Prioritising and deliver project management tasks for selected project(s).
- Engaging directly with Client, consortium partners and consultants with minimal supervision.
- Undertaking project administration including contract management; administering expert timesheets; making travel bookings and other logistical arrangements.
- Ensuring projects are delivered within time, to a high quality and within budget.
- Delivering other tasks associated with successful project delivery for example, client liaison and reporting.

What we will need from you

Essential:

- At least 3 years of completed University studies relevant to the duties and attested by a diploma or, alternatively, relevant professional experience of min. 5 years.
- At least 3 years of professional experience.

- Fluency in (written) English (C1/C2 level). French will be an advantage.
- Proactive and problem-solving attitude.
- Good knowledge of EU international cooperation and development topics.
- Ability to work and communicate effectively in a multicultural environment, and a team player.

Desirable:

- Achieved a higher degree in an economics or development related subject.
- Experience with the management of international projects of the European Union.
- Knowledge and experience of working with Copilot or other (AI) digital tools

We offer a professional, stimulating and learning environment. Our offer further includes a competitive salary, flexible working hours, and ample training and other professional development opportunities. We also offer excellent additional employee benefits, such as the opportunity to purchase Ecorys shares, employer's contribution to the pension plan, and purchase of additional holidays. We have a hybrid working policy, which means that we are flexible in terms of working from home or office.

We encourage interested and qualified candidates to submit their CV and a 1-page cover letter in English via our online application form by 5pm Friday 1st August.

If you would like to find out more about this opportunity and our company, please visit our website: <https://www.ecorys.com>