



**MCI is seeking a full-time project coordinator based at the Brussels office.**

The position's role will be primarily to support and supervise the **'MC Academies project'** and the **'EU Creative Training for youth: Europe- Africa project'**, which works to establish a chain of successful cultural centres of excellence which seek to better the music education in Malawi, Mozambique and Zimbabwe.

This will be carried out in close cooperation with the local Music Crossroads partners in southern Africa. This position will be for min. 2 years based in Brussels, with overseas travel to Africa. This is an exciting opportunity for someone who has a passion for music and development. MCI is looking for a committed, structured, autonomous and result-oriented person ideally with experience in cultural, music cooperation's in Africa.

**Responsibilities Include:**

- Liaising with country offices on a daily basis on a variety of issues
- Reviewing country financial and narrative reports ensuring they are submitted on time and to a high standard
- Supporting the MC academies to develop annual plans and budgets
- Developing grant proposals for a variety of funding agencies from bi-lateral donor agencies to individual donors
- Documenting lessons learnt at country level and sharing between countries to ensure an organisational culture of teamwork and openness
- Working with music industry corporations to develop linkages with the aim of securing funding through their Corporate Social Responsibility (CSR) schemes
- Promoting the work of the MCI groups in Europe and the rest of the world to raise the profile of the work in Africa

- Organising European tours and performances of successful MCI groups emerging from the MC Academies
- Other additional responsibilities as the job requires

### **Personal Specification**

- University degree or equivalent experience in business/project management, or international relations.
- Proven experience of developing and writing proposals for fund-raising in terms of both bi-lateral institutions, individual donors and CSR
- A good understanding of the music industry, the main corporations, marketing, music promotion and events
- Experience of living/working in an African setting
- Excellent organisational skills, the ability to adhere to strict deadlines whilst working under pressure
- Excellent administrative skills, organising meetings, travel arrangements, financial monitoring of expenditure
- Excellent communication and negotiation skills and experience of working with people where English is not their first language
- A sound understanding of African culture and an appreciation of its importance in the African setting
- Good networking skills to ensure relationships with key stakeholders are built and strengthened both in Europe and Africa
- Ability to travel overseas, mainly to Africa for short periods of time to offer support to the country programmes
- Excellent written and spoken English (essential)
- Written and oral Portuguese (desirable)

If you believe that you could be the person we are looking for, please **send your cover letter explaining how you meet the personal specification and CV** to the MCI Director, Joe Herrmann, [joe@music-crossroads.net](mailto:joe@music-crossroads.net) **not later than 19th August 2016**. Interviews in Brussels are scheduled for 5th-6th September with selected candidates.