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DIGIWAVE

## CALL FOR VACANCY

**Ad hoc Staff – Project Manager**  
**Project: DigiWAVE**

CAWTAR invites qualified professionals to express their interest for an **ad hoc staff position of Project Manager** in the framework of the **DigiWAVE Project**, co-funded by the EU under the **Interreg NEXT MED Programme**.

### 1. Project Background

The **DigiWAVE Project** aims to strengthen women's access to employment and entrepreneurship opportunities by enhancing digital, innovation, and transversal skills through a hybrid and transnational approach combining face-to-face activities, e-learning solutions, and online collaborative tools.

Within this framework, Work Package 3 (WP3) focuses on the design, coordination, implementation, and monitoring of the DigiWAVE training and support programme, including pilot actions, extended training cycles, international accelerators, and post-training follow-up.

The **DigiWAVE Project** aims to strengthen women's access to employment and entrepreneurship opportunities in the digital economy by developing innovative, inclusive, and transnational training and support mechanisms. The project is implemented through a multi-country consortium and structured around several Work Packages (WP1–WP4), Management, communication, Training and support and networking & advocacy.

Within this framework, **CAWTAR acts as a project partner** for Tunisia and is responsible for the **overall coordination of WP3 activities**, ensuring effective implementation, compliance, and alignment with the approved project proposal.

### 2. Objective of the Assignment

The objective of this assignment is to ensure the overall project coordination and management of DigiWAVE at CAWTAR, in line with the approved project proposal, the Interreg NEXT MED Programme rules, and CAWTAR's internal procedures.

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The Project Manager will oversee the coordination of Work Packages, supervise the CAWTAR project team, ensure reporting and financial follow-up, and act as the main focal point vis-à-vis the Programme, partners, and CAWTAR governance structures.

The project Coordinator will work in **close coordination with CAWTAR executive director, project lead partner, and consortium partners.**

### 3. Scope of Work and Key Tasks

Under the supervision of CAWTAR's Executive Management and in close coordination with the DigiWAVE Project Coordinator, the selected expert will be responsible for the following tasks, including but not limited to:

#### A. Overall Project Coordination (WP1)

- Coordinate the overall implementation of the DigiWAVE project at CAWTAR level, in line with the approved application and work plan.
- Organise and contribute to WP1 partner meetings, coordination meetings, and internal follow-up sessions.
- Ensure continuous monitoring, risk assessment, and mitigation measures throughout the project lifecycle.
- Ensure timely communication and coordination with consortium partners.

#### B. Reporting, Monitoring & Risk Management

- Coordinate and consolidate technical and financial reporting inputs from CAWTAR across all Work Packages.
- Ensure compliance with Interreg NEXT MED rules, procedures, and timelines.
- Report regularly to the Programme through JEMS and to CAWTAR's Technical Committee and Financial Unit.
- Monitor project indicators, outputs, and milestones.

#### C. Financial Management

- Coordinate with CAWTAR's Financial Unit to ensure sound financial management, budget monitoring, eligibility of expenditures, and preparation of financial reports.

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- Support audits, verifications, and programme requests related to financial implementation.

#### **D. WP2 – Communication Support**

- Support the WP2 communication team when needed to ensure coherence between project implementation, visibility, and dissemination actions.
- Ensure alignment of communication outputs with project progress and achievements.

#### **E. WP3 – Training & Support Programme Coordination**

- Coordinate WP3, including the co-designed training programme to equip women to access the digital economy.
- Follow up the implementation of the training and support programme, including coordination with partners, trainers, and service providers.
- Oversee the development of the e-learning courses, ensuring coherence with project objectives and timelines.

#### **F. WP4 – Networking & Advocacy Activities in Tunisia**

- Coordinate WP4 networking and advocacy activities in Tunisia.
- Lead social and political advocacy actions aimed at promoting women's employability in the digital economy.
- Support prospection activities to increase women's employability opportunities.
- Ensure local stakeholders' engagement, partnerships, and advocacy actions.
- Contribute to network-building activities at national and transnational levels.

#### **G. Team Coordination & Internal Governance**

- Coordinate the work of the CAWTAR DigiWAVE project team.
- Ensure internal information flow, documentation, and decision-making processes.
- Act as the main interface between CAWTAR, the Programme, and consortium partners..

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#### 4. Expected Outputs

- Effective and compliant overall project implementation at CAWTAR level.
- Timely submission of technical and financial reports through JEMS.
- Coordinated delivery of project WP activities and outputs.
- Strengthened advocacy, networking, and stakeholder engagement in Tunisia.
- Well-functioning internal coordination and governance mechanisms.

#### 5. Duration & Contractual Modalities

- **Type of contract:** Framework contract – Ad hoc staff
- **Working modality:** Part-time, based on validated timesheets
- **Total maximum budget: 71,200 EUR**
- **Daily rate: 150 EUR / day (including all taxes and charges)**
- **Duration:** 01 August 2025 – 23 June 2028
- **Duty station:** CAWTAR office, Tunis, with travel to project events when required.
- **Payment:** Based on validated timesheets, in accordance with project rules

#### 6. Required Qualifications & Experience

##### Mandatory Requirements

- University degree in Project Management, Economics, Social Sciences, International Cooperation, Gender Studies, or related fields.
- Proven experience in project management of EU-funded or international cooperation projects, preferably under Interreg or similar programmes.
- Solid experience in coordination, monitoring, reporting, and financial follow-up.
- Demonstrated experience in gender equality, employability, training, or digital economy-related projects.
- Strong leadership, coordination, and organisational skills..

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- Ability to work in a **multi-partner and multicultural environment**.

### Language Skills

- Excellent written and spoken **English and French**.
- Knowledge of **Spanish, or Greek** is an asset.

## 7. Application Procedure

Interested candidates are invited to submit:

- Curriculum Vitae** (maximum 3 pages)

Applications must be sent **before August 1<sup>st</sup>, 2025 4 PM (Tunis Time)** by email to: [communication@cawtar.org](mailto:communication@cawtar.org) with cc to [info@cawtar.org](mailto:info@cawtar.org) or directly to the CAWTAR registry office ([CAWTAR address link](#)), with the subject line:

**“DigiWAVE – Project Manager”**

## 8. Evaluation & Award Criteria

Applications will be evaluated based on the following criteria:

### A. Eligibility & CV Evaluation (100 points)

- Experience in project management and coordination of EU-funded projects: 40 points
- Experience in financial management and reporting: 20 points
- Experience related to gender equality, employability, training, or digital economy: 20 points
- Language skills and leadership capacities: 20 points

### B. Award Criteria

- The contract will be awarded to the candidate obtaining the highest overall score, subject to compliance with the contractual conditions and budget ceilings.
- CAWTAR reserves the right to request clarifications or conduct interviews if deemed necessary.

## 8. Important Note

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Submission of an application does **not** constitute any entitlement to be awarded the contract. The contract will only enter into force once duly signed by both parties, in accordance with the rules of the DigiWAVE project and the Interreg NEXT MED Programme.

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Center of Arab Women for  
Training and Research

