
Vacancy Notices (February 2026)

In March 2026, Pro NGO! e.V. will launch the 36-month project ***‘From the invisibility of people with disabilities to their empowerment through the expansion of the Mongolian network of independent living centres’*** and is seeking project staff for the following part-time positions:

1) Project coordinator (in head office Cologne, Germany)

Your tasks will include: Overall management and coordination of the project in cooperation with the Lead Universal Progress (UP), Ulaanbaatar, Mongolia, which oversees organisation and implementation of most project activities on the ground.

This includes supporting/coaching (online and during field missions) UP’s:

- contract management with Contracting authority (EU Delegation), i.e. with preparation of necessary project documentation and timely submission to Contracting Authority and fiscal authorities
- procurement and recruitment procedures for project staff and supplies
- planning and implementation of activities according to the action plan
- external monitoring and expenditure verification measures
- Participation in various project components (meetings with stakeholders, training and PR events, and Contracting Authority)
- Coordination of training and consultations provided by international experts
- Supporting the design, implementation, reporting and evaluation of the FSTP component.

What you should bring for this job:

- Availability from March 2026
- At least 10-year experience in the implementation of EU-funded projects in the non-profit sector (PCM and finance and administrative management)
- Knowledge of the project region
- High capacities in management and motivation of multinational teams
- Strong experience in awareness raising and advocacy of managed projects and working with various counterparts (donor organisations/contracting authorities, ministries, partners, local stakeholders and media)
- Willingness to travel
- Language skills (German/English – good)

The scope of work is about 108 days with a daily rate of 400,- € (gross).

2) Finance manager (in head office Cologne, Germany)

Your tasks will include:

- Financial management & accounting for project budgets managed by Pro NGO!
- Supporting UP with preparation of interim and final reports to the EU Delegation, preparation and realisation of the external expenditure verification
- Consulting services for the local project partner organisation (i.e. on financial management, procedures and regulations in EU-funded projects, by conducting regular

coordination meetings with international and local project teams), online but also on site if required

What you should bring for this job:

- Availability from March 2026
- Experience in the implementation of EU-funded projects in the non-profit sector
- Knowledge of the project region
- Willingness to travel
- Language skills (German/English - good)

The scope of work is about 72 days with a daily rate of 300,- € (gross).

3) Monitoring and reporting expert (in head office Cologne, Germany, or remote)

Your tasks will include:

- Project daily management (PCM)
- Coaching of local Lead organisation UP in project implementation, monitoring and reporting aspects (external monitoring (ROM) and contract management (EU-OPSYS))
- Supervision of preparation of training and information materials regarding EU-communication & visibility procedures
- Active presence at project events (incl. delivery of training) and team meetings (online and in Mongolia)
- Supervising preparation and implementation of financial support to third parties component (drafting guidelines, selection procedure, reporting and accounting in cooperation with UP's experts)

What you should bring for this job:

- Availability from March 2026
- At least 10 years of experience in implementation of international projects of non-profit organisations (from donor agencies such as the European Union, USAID, United Nations etc.)
- Knowledge of the project region
- Willingness to travel to project target regions
- Language skills (Russian - native/ English - good)

The scope of work is about 144 days with a daily rate of 300,- € (gross).

4) Short-term experts (in Mongolia, or remote)

For workshops with target groups (people with disabilities), or for the support and expert advice of managers of small projects, additional specialist speakers are employed on a daily basis (on site but also possibly online). Anyone interested in this can also apply to us in advance!

In addition to many years of expertise in the respective areas of the project, foreign language skills (good English/Russian would be an advantage) are required.

The assignments are planned and then implemented in the course of the project.

We offer a daily rate of €250 (gross) as remuneration. The project will also cover the travel costs and a per diem.

If you are interested in working with us, please contact:

Pro NGO! e.V.

Am Mutzbach 20

51069 Cologne

Germany

Phone: +492218003814

Email: recruitment@pro-ngo.org

and submit your application documents (CV, declaration of honour and identification documents)
by 22 February 2026 at the latest.