



## **Project Manager**

### **EERA – European Energy Research Alliance Brussels - Belgium**

#### **Description of the Mission**

The European Energy Research Alliance (EERA) AISBL is the largest alliance for low carbon energy research in Europe. Bringing together more than 175 organizations from 27 countries to develop shared priority setting and research projects, EERA has become the key actor for coordinating public financed European Energy R&D.

EERA currently runs 17 Joint Programmes covering research in materials, technologies and systems including policy and social aspects, aligned with the priorities for low carbon technologies defined in the EU SET-Plan.

EERA is opening a position of Project Manager to support the EERA management in implementing coordination and support actions in European projects (ECRIA) of research organisations.

She/he will report to EERA secretary general and she/he will be integrated and supported by the EERA secretariat composed of 8 part-time people. The specific tasks will be carried out in the EERA office in Brussels.

#### **Key Responsibilities**

##### **Managing and Implementing ECRIA project delivery**

- Liaising with research stakeholders and helping to initiate new support opportunities for the research community;
- Writing summary reports on the achieved progress in the project and on the liaising activities;
- Organising special calls to initialise the exchange of researchers for energy related research infrastructures or between organisations;
- Supporting the reporting and administrative tasks in European projects;
- Helping to administrate the overall projects coordination;
- Operating web-services.

##### **Managing project applications**

- Understanding EERA's and EERA's member capabilities, positioning and unique expertise;
- Identifying relevant project opportunities through the various EC calls;
- Support the production of proposals in collaboration with EERA's secretariat members and with other partner organisations.

## **Skills & Experience**

### **General requirement**

- Hold a university degree (Master Level or equivalent) preferably in a scientific or business field.
- At least two years of relevant work experience in carrying out and managing projects; an experience in EU and/or research projects is an asset;
- Applicants must be legally entitled to work in the EU.

### **Technical Skills**

- Excellent and proven managerial, organisational and teamwork skills;
- Excellent oral and written communication skills in English. Knowledge of other European languages is an asset;
- Proven experience in managing/coordinating projects;
- Proficient computer skills, especially handling of web-applications;
- Proven experience in research, legal or policy analysis is an asset;
- Good knowledge of the European Institutions is an asset.

### **Personal Skills**

- Ability to prioritise workload and meet deadlines;
- Very organised with a strong attention to detail;
- Excellent interpersonal skills and ability to work as part of a team;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Excellent managerial skills;
- Flexible; the candidate will be required to travel in EU.

## **Terms of the contract**

- The opening is for a full-time position (38 hours/week).
- The starting date is as soon as possible.
- Competitive salary based upon experience.

## **Application**

Please send your cv and motivation letter (in pdf format) to Mrs Oriane Levinger @ [secretariat@eera-set.eu](mailto:secretariat@eera-set.eu), mentioning "***Application ECRIA Project Manager***" before **15 February 2017, 18h00**.

The motivation letter (1 to 2 pages maximum) should highlight your reasons for applying and your credentials for the position.  
The selection of the candidate will be based upon the merit principle.