



EERA – European Energy Research Alliance Brussels – Belgium

Project Manager

Description of the Mission

The European Energy Research Alliance (EERA) AISBL is the largest low carbon energy research community in Europe and worldwide. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organizations from 30 countries, the key role of EERA is the coordination of public R&D on the energy transition in Europe, in close cooperation with the European Commission. In full alignment with the EU 2050 Climate objective, the mission of EERA is to “catalyze European energy research to achieve a climate neutral society by 2050”.

EERA currently runs 18 Joint research Programmes (JPs), which altogether cover the full research spectrum on low carbon energy technologies and systems, as well as on policy and social aspects of the clean energy transition.

EERA is looking for a Project Manager to support EERA in preparing calls for proposals (mainly Horizon Europe) and in executing/ implementation of already funded European projects. She/he will be integrated and supported by the EERA secretariat, currently composed of 13 permanent staff, and will report to the Operations Director. The position is based in EERA offices in Brussels.

Key Responsibilities

Managing and Implementing EU-project delivery

- Implementing the activities allocated to EERA in EU projects, in collaboration with the project consortium(s) and coordinator(s). Those tasks include the outreach of stakeholders, communication and dissemination activities, organisation of workshops, post-projects long-lasting collaboration strategies;
- Timely achievement of project activities and preparation of technical/financial reports and deliverables according to project plan;

- Completion of reporting and administrative tasks related to the European projects;
- Ensure that the financial management of EU projects is carried out in line with the EU rules and procedures;
- Liaising with research and non-research stakeholders and helping to initiate new support opportunities for the EERA research community;
- Any other task that may arise in view of fulfilling EU-project duties.

Managing project applications

- Support the preparation and writing of proposals in collaboration with EERA's projects manager and with other members or partnering organisations;
- Support the administration of the preparatory phase of acquired projects (Preparation of Grant and Consortium Agreements).

Skills and Experience

General requirement

- Hold a university degree (Master Level or equivalent) preferably in a scientific, political, or business field;
- At least three years of relevant work experience in carrying out and managing EU projects, preferably in the field of energy, environment and climate;
- Very good knowledge of the project proposal procedure;
- 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;
- Good knowledge of the European Institutions and underlying funding policies and schemes;
- Knowledge of the Research and/or Energy sector is an asset.

Personal Skills

- Ability to prioritise workload and meet deadlines;
- Very organised with 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 the EU.
- Sense of humour.

Terms of the contract

- Starting date is as soon as possible
- Open ended contract (Contrat à durée indéterminée) under Belgian law
- Work Location is 72, rue de Namur, 1000 Brussels

Application

Please send your CV and motivation letter (in pdf format) to Mr. Ivan Matejak i.matejak@eera-set.eu mentioning “**Application EERA Project Manager**” by **31 January 2024, 18h00**.

The motivation letter (1-page maximum) should highlight your reasons for applying and your credentials for the position.

Two contacts for professional recommendations must be included in the CV.

The selection of the candidate will be based upon the merit principle.

The selection of the candidate will be made on a **rolling basis**.