

PROGRAMME MANAGEMENT UNIT – Administration Department

Title of the Position: Project Officer

The Administration Department supports the Programme Manager in the general administration of the EUROfusion Programme. The main tasks are the preparation of the Work Plan, financial planning, contractual agreements, intermediate reporting, financial control, documentation management, data analysis and statistics, publications, IT tools and support.

Responsibilities:

The post holder will be part of the Administration Team and will work in close collaboration with other Departments and Offices in the PMU and the Coordinator Unit. In particular she/he will be responsible for the following tasks:

- Follow up, monitoring, costs review and reporting of relevant projects, including contribution to the periodic reporting to the European Commission;
- Contribution to the preparation of the Annual Work Plans;
- Preparation and follow up of collaboration agreements with external parties;
- Provide input for development of new administrative procedures;
- Ensure all contacts and liaisons with Beneficiaries on administrative matters on a regular basis;
- Organisation of information meetings and training sessions with the Administrative Contact Persons;
- Maintaining documentation;
- Managing the Admin team schedule and monitoring internal deadlines.

Qualifications/Competencies

- University degree at Bachelor level. The required education degree may be substituted by an extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains;
- At least 3 years of professional experience in the field of Administration or Project Management;
- Experience in H2020 European projects is an advantage;
- IT skills: MS Office package, particularly MS Project and MS Excel;
- Good communication skills;
- An excellent working knowledge of English is required.

The Project Officer will work in Garching, Germany, and will report to the Head of the Administration Department.

Date of Job Vacancy: **ASAP**
Application deadline: **April 15th, 2021**

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The applicant will ideally already have a work contract with a EUROfusion Beneficiary and will be seconded to the EUROfusion Programme Management Unit (PMU) in Garching. Otherwise, she/he will have to secure a work contract with one of the Beneficiaries, to be seconded to the PMU in Garching.

The EUROfusion secondment will ideally run until the end of the *Horizon Europe* framework period (31 December 2027), but the actual labour contract might be subject to the rules, regulations and conditions of the Beneficiary that employs the applicant.

EUROfusion strives for diversity and inclusion, and explicitly encourages members of minority groups and females to apply for this position.

In case the candidate is shortlisted, the interviews will take place between mid-April and mid-May.