

PROGRAMME MANAGEMENT UNIT – Project Management Office

Title of the Position(s): Project Management Officer(s)

The Project Management Office (PMO) supports the Programme Manager in the overall project management control of the EUROfusion programme. The PMO supports all EUROfusion Work Packages offering assistance and tools, providing common standards and guidelines to all Project Leaders/Task Force Leaders and the Project Support Offices (PSO) in the Lead Beneficiaries, and coordinates the communication across Work Packages.

Responsibilities:

The post holder(s) will be part of the Project Management Office team and will support all EUROfusion Work Packages. The Project Management Office will be responsible for:

- Developing project management processes, methods, tools, guidelines and standards in order to establish a stable framework to support all project teams and stakeholders;
- Consulting with Project Leaders and Project Support Officers to attain schedule information;
- Developing, implementing, and maintaining an effective integrated scheduling management system;
- Monitoring projects' schedules at the programme level with focus on deliverables deadlines, milestones and projects dependencies;
- Identifying potential project schedule delays and facilitating intervention in a timely manner making sure all project dependencies are considered;
- Reporting on projects' performance matters e.g. maintaining Key Performance Indicators;
- Maintaining project documentation in the Document Management system (IDM);
- Developing and providing training to the project teams on good project management and scheduling principles.

Ensuring communication across projects, in particular with the Project Support Officers in the Beneficiaries;

There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities. You will not be assigned duties which you cannot reasonably perform, or which are outside the range of your normal skills and experience.

Qualifications/Competencies:

- University degree at Master level either in Project Management, Business Administration, Engineering Management or a comparable education. 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 5 years of professional experience in the field of project management and/or quality management;
- Advanced proficiency in project scheduling software Primavera P6
- Advanced ability to evaluate project progress and facilitate interventions.
- Ability to keep stakeholders informed of project timelines and changes.
- Certification as PMP/Prince2 will be advantageous.
- Excellent communication and presentation skills;
- Excellent working knowledge of English.

The Project Management Officer(s) will work in Garching, Germany, and will report to the Head of the Project Management Office.

Date of Job Vacancy: September 1st, 2021
Application deadline: September 20th, 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 in the second half of September.