

## Urgent job opportunity: Project Manager at Ecsite, Brussels

### Context

Ecsite (the European network of science centres and museums) was created over 25 years ago, Nowadays Ecsite gathers more than 350 organisations committed to inspiring people with science and technology and enabling dialogue between science and society. Members are science centres, museums, aquaria and zoos, but also festivals, planetariums, universities and open labs, foundations and learned societies, companies, local authorities, etc.

Through Ecsite, members keep up to date with current issues in the science engagement field, spread their news and events, meet up at the biggest European science engagement conference and participate in EU funded projects.

Further information can be found at <http://www.ecsite.eu/about/mission>

### In a nutshell

You will be responsible for implementing activities related to EU funded projects to ensure they are carried out consistently and successfully in accordance with the project's rules and workplan. You will monitor all aspects for clear goals, objectives and timelines by liaising with the consortium, raising critical issues as appropriate, producing the required contents and ensuring that priorities and objectives are met. Please note that the Project Manager will not work on policy-issues or advocacy.

### Main tasks

The Project Manager will cover a set of tasks related to the contents as well as the organizational, administrative, financial and communication management for each of the projects for which she/he will be responsible:

- Ensure delivery of project activities and deliverables throughout the duration of projects in a timely manner
- Facilitate networking and exchanges between project partners as specified within the consortium
- Perform various presentations and proactively disseminate the project results. Provide content for project websites
- Organise and disseminate meetings, workshops and events (including logistics)
- Administrative and financial management, in coordination with Ecsite accountants
- Assist partners and third parties with administrative aspects of the project, including the monitoring and implementation of administrative rules and procedures of FP7 and Horizon2020 EU funded projects
- Produce and submit activity and financial reports (Form C), in accordance with rules specified by the European Commission
- Produce background documents for meetings, minutes, and any other required justification document

## Training, Skills and Qualities

### Essential

- University degree
- Some knowledge in science communication
- Experience in project management
- Fluency in English (written and oral) – communicate effectively with a variety of partners from diverse backgrounds and EU countries
- Good communication skills including the ability to prepare reports, make presentations
- Excellent working knowledge of Microsoft Office (word, excel, power point), management databases, reporting tools and social media
- Interest in working in a multicultural team
- Capable of handling multiple tasks, prioritise workload, rapid responsiveness
- Strong organisational and analytical skills
- Ability to travel for project meetings within Europe

### Desirable

- Training in projects management and/or science communication
- Experience in managing EU funded projects, including administrative procedures
- A good understanding of the Public Engagement with STEM and Responsible Innovation fields

## Place in the organization

The project manager will collaborate with 8 other members of the team. He/she will report to the Executive Director and work closely with two other Project Managers as well as the Events and Communications team and accountants

## Employment terms and conditions

- Type of contract : Temporary full time / Duration: 1 year
- Salary: around 2000 EUR (Net) depending on experience
- Applicants must be able to legally live and work in Belgium. The contract will be subject to Belgian social security and taxes
- Preferred start date: 7 April 2015
- Ecsite is committed to providing an equal opportunity work environment

## Applications

**We will be evaluating applications on a rolling basis until we find the best candidate. The deadline to apply is 6pm on 18<sup>th</sup> March, however we strongly advise to apply as early as possible.** Only candidates selected for the interview will be contacted – thank you for your understanding.

Please send your application (cover letter plus curriculum vitae) in English as soon as possible to the following email address:

[info@ecsite.eu](mailto:info@ecsite.eu) - please write "PM2015 - Name of applicant" in the subject line!