

Job opportunity: Senior Project Manager at Ecsite, Brussels

Job description: Senior Project Manager

[Ecsite](#) is the European network of science engagement.

Ecsite connects, inspires and empowers science engagement organisations and professionals, extending the reach and strengthening the impact of their work. It brings together more than 320-member organisations and a larger community, all committed to inspiring people with science and technology. Ecsite drives science engagement forward with professional events, projects and publications. Through Ecsite, members take part in European projects, work together on key topics, share knowledge and make their voices heard.

The Ecsite Executive office is centrally located in Brussels. English is the working language.

The position in a nutshell

The Senior Project Manager is responsible for the overall management of Ecsite collaborative projects, notably EU funded projects. S/he supervises the Project Managers' team's work including proposals writing, projects and tasks allocation and team coaching. S/he directly manages some collaborative projects. S/he advises the Executive Director on strategic choices for the development of collaborative projects.

This position is for a professional with at least 4 years of experience in management of projects funded by the European Commission.

Place in the organisation

The Senior Project Manager supervises the work of five project managers and collaborates with the other Ecsite team members. The Senior Project Manager is part of the Ecsite Management team and reports to the Executive Director.

Main Responsibilities

- Coordinate the Projects team notably in terms of allocation of projects, tasks and workloads, adjustments of workplans and troubleshooting.

- Be the reference point of the Projects team for administrative and financial matters related to collaborative projects.
- Ensure EU projects' budgets are monitored by the Project Managers, avoiding any over or underspending.
- Find and select relevant calls and proposals for Ecsite and coordinate the proposals' writing.
- Assist the Executive Director in any other matters related to collaborative projects or to the organisation.
- Actively contribute to the life of the organisation.

Competences and education

- Strong strategic, organisational and analytical skills
- A motivated team-player with excellent people (management) and leadership skills.
- Outstanding communication and networking skills and an ability to lead effective partnership negotiations
- Proven track record in leading the development and writing of grant proposals from FP7 and/or Horizon 2020 programmes
- Experience in FP7 or Horizon 2020 project coordination
- Experience in managing international teams
- Good knowledge of the Research and Innovation ecosystem
- Fluency in English. Other languages are a plus.
- Masters' University degree or the equivalent
- Experience in science engagement, multicultural work environment and in membership-based organisations will be a plus.

Employment terms and conditions

- Type of contract: Temporary full time / Duration: 1-year renewable
- Salary: 4.500 euros gross/ month
- Applicants must be able to legally live and work in Belgium. The contract will be subject to Belgian social security and taxes
- The successful applicant will work in Belgium
- Preferred start date: as soon as possible

Applications

The deadline to apply is 22 August 23.59 CEST. We thank everyone for their application, but only short-listed candidates will be contacted for interviews. Please send your application (cover letter plus curriculum vitae) in English to the following email address: info@ecsite.eu - mention "Senior PM - Name of applicant" in the subject line.

Ecsite is an equal opportunities employer and an organisation committed to diversity. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Ecsite collects your personal data for the purposes of managing Ecsite's recruitment related activities. Consequently, Ecsite may use your personal data in relation of the evaluation and selection of applicants. Your information will be accessible to Ecsite staff members. By applying to the job, you expressly give consent.