Job posting

Type of position
☐ scientific
☒ administrative

Target group
☒ graduates
☐ post docs
☐ other

Title
European Project Manager: EURIdoc – tri-national doctoral programme

Institution
Coordination Office of Eucor – The European Campus in Strasbourg, France

Position
Temporary contract (2 years), part time or full time (80-100%), according to the experience; Earliest starting date of the contract: 1st September 2021

Responsibilities
The Project Manager will steer the implementation of the EURIdoc project under the responsibility of the director of the EGTC Eucor and Coordinator of the project, as well as the Scientific Leader of the project, Christopher Mueller. She or he will manage the consortium and facilitate the cooperation in accordance with the terms of the Grant Agreement and the Partnership Agreement. These tasks require competencies in European project management, including organisational, administrative, financial and legal management.

Requirements
The candidate must have a Master’s degree or equivalent. He or she must ideally have first-hand experience in the management of Horizon 2020 projects or equivalent, preferably in the field of doctoral training and/or Marie Skłodowska-Curie Actions. Knowledge of the professional environment:
• European programmes in the research field (in particular Horizon 2020)
• The methodology of project management
• Institutional communication and marketing strategies
• The management and the follow-up of websites and other communication platforms
• A good knowledge of the academic systems of Germany, France and Switzerland.

Language and technical skills:
• Very good language skills in English (C1);
• Good language skills in either French or German (B2-C1);
• Good practice in communication techniques (written and oral);
- Experience with project management tools, office tools (Excel, Word, Powerpoint);
- Experience in the management of social media channels (Facebook, twitter).

Application procedure (deadline etc.)

Deadline for submission: Applications (CV and motivation letter) must be sent by Email to janosch.nieden@eucor-uni.org by 30th June 2021 (latest date of submission by Email).

Contact

For information on the Job offer, please contact: Janosch NIEDEN, Director of the Coordination Office of Eucor – The European Campus, janosch.nieden@eucor-uni.org; telephone: +33 (0)3 68 85 82 93