

## The EGI Foundation is looking for a (senior) Project Manager

### About EGI

EGI ([www.egi.eu](http://www.egi.eu)) is a federated e-Infrastructure of hundreds of data centres and cloud providers spread across Europe and worldwide, collectively providing advanced computing and data services for data-intensive research and innovation, serving major European and international research communities and research digital infrastructures.

The EGI Foundation is the coordinating body of EGI, a non-for-profit foundation based in Amsterdam, responsible for leading the strategy, innovation, communications, service delivery, and community support activities of the EGI community. Our mission is to create and deliver open solutions by federating digital capabilities, resources and expertise between communities and across national boundaries.

In the context of a wider European Commission the EGI Foundation leads the participation of EGI in tens of exciting research projects that together with research communities and European initiatives support scientific excellence in Europe.

At the EGI Foundation you will find a truly international English-speaking environment offering you the opportunity to work with a team of highly skilled and motivated colleagues.

### Job summary

The EGI Foundation is looking to recruit a Project Manager responsible for the daily implementation and management of the projects led by the EGI Foundation, under the supervision of the project coordinators and the Project Management Lead. The Project Manager will work in the context of H2020 European projects. The duty of the Project Manager will require capability to complete projects on time and within budget. The Project Manager's activities also comprise contributing to developing new project proposals to further support the implementation of the EGI strategy.

A Senior Project Manager would be expected to have greater experience and knowledge in these areas and in the Research and e-Infrastructure landscape, demonstrated leadership and strategic thinking capabilities and assume greater managerial responsibility in projects.

### Job Purpose and Responsibilities

Specific responsibilities include:

- To support the project coordinator and oversee the interaction and coordination of the project partners.
- To supervise the project budget, and the financial / technical reporting to EC.
- To monitor the overall progress regarding milestones and deliverables.

- To identify risks and mitigation plans in collaboration with the project quality and risk Manager.
- To support the effective running of project reviews.
- To act as a centre of communication between all internal and external stakeholders, liaising with the coordination team, the project bodies and the assigned EC Project Officer.
- To ensure effective day-to-day management of projects including escalation in case of issues and conflict management.
- To engage in external relationships and present the EGI Foundation projects in external events, conferences and symposia.
- To contribute to the definition of the project communications plan and to the sourcing of project related content for the communications office of the project and the Communications Team of the EGI Foundation.
- To work with the Innovation Manager to define the key exploitable results and maximize their impact.
- To prepare project reports for the Executive Board and the Council.

#### **Relationships**

- With the Project Management Team for the daily administration of projects and day-by-day activities including the maintenance of the Project Management Team shared documentation pages.
- With the Head of Finance and Projects to review and validate financial reports and get expert advice on project administration procedures.
- With the project partners and project managers as required.
- With the Project Manager to assist in project management duties
- With the European Commission as required.

#### **Essential requirements**

- 7+ year experience with EC funded projects and EC project regulations.
- Knowledge in ICT and policy areas relevant to the strategy of EGI
- Understanding of research governance and funding in Europe
- Understanding of the European e-Infrastructure landscape
- Demonstrated leadership and strategic thinking
- Project solving skills
- Previous liaisons with the EC are a plus

#### **Other requirements**

- Extremely detail oriented, thorough, and organized.
- Excellent time management skills.
- Ability to travel within Europe and occasionally worldwide
- Ability to write and communicate effectively in English.
- Strong collaboration and interpersonal skills, and ability to work well within a team.

**Offer**

- The position is offered for a period of one-year renewable upon satisfactory performance with a possibility for a long-term position
- This is a full-time (40 hours per week) position based in Amsterdam (relocation package available).
- Depending on experience, for an employee working in Netherlands, gross salary for a full-time position will be in the range of €4,961 to €6,617 per month, with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses.
- Non-native employees new to the Netherlands may be eligible for a special tax status.
- There is a company health and pension scheme to which both the employer and employee contribute and 31 days of leave.

**Equal opportunities**

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

**Process and timeline**

- Closing date for applications: 19 April 2020, 24:00 CET
- Online interviews: early May 2020 (the interview may include a practical assignment)
- Expected starting date: ASAP

**To apply**

To apply, we invite you to send us two elements (by email, to [jobs@egi.eu](mailto:jobs@egi.eu)):

- A cover letter (in PDF format), explaining your motivations to apply and how you meet the requirements outlined above.
- A CV (in PDF format).

Incomplete applications will not be considered.

Thank you for your interest!