

# We are looking for an

## EC Project Manager

Keywords: EU funded projects / Management / ICT Innovation

**Job category:** EC Project Manager

**Job location:** Switzerland

**Contract:** Full time, with a probation period of 3 months and a resignation period of 2 months from either party

**Start date:** Q2 2024

**Salary:** Depending on the experience of the candidate, to be discussed

**Holiday:** 25 days per annum, plus statutory holidays

### Job description and responsibilities

The ideal candidate will be able to **manage and supervise the implementation of R&D projects funded by the European Commission** (Horizon Europe, Digital Europe). The candidate is expected to have a consolidated experience in EC funded project management / coordination, as well as in technical writing and more specifically EC proposals writing.

Your day-to-day responsibilities will include:

- + Management and supervision of EC funded research and innovation projects.
- + Leading and supporting the full cycle of preparation of EC funded proposals
- + Representing Martel in R&D projects, consortia, meetings, events, etc.
- + Managing stakeholders' relationships and expectations.
- + Assisting in the definition of project specifications, involving all relevant stakeholders / teams, and ensuring technical feasibility and resource availability.
- + Ensuring the on-time and on-budget delivery of projects.
- + Tracking progress through a solid project plan.
- + Implementing quality control processes.
- + Creating and maintaining comprehensive project documentation.
- + Elaboration of deliverables for the innovation related activities of an R&D project.
- + Organizing the project's EU reporting tasks (activities, management, financial/costs).
- + Active engagement in business development activities, such as conception and writing of new research proposals; Finding new ideas, calls, partners; Delivery of high-quality

presentations at events; Networking; Establishing and maintaining relationships with third parties.

- + Support financial administration and resources monitoring of the projects

### Desired Skills and Experience

- + Proven experience in project management of EC funded programs. Experience in innovation management, ethics management are considered and appreciated.
- + Proven experience in writing successful proposals for EC funded programs.
- + Consolidated knowledge of European research programmes.
- + Excellent written and spoken communication skills in English.
- + Ability to negotiate, and to cooperate with international partners and clients.
- + Technical writing and oral presentation experience.
- + PhD / MSc in ICT domain as well as social science and related fields.
- + Strong organisation skills.

### Personal Characteristics

- + Able to perform in multi-cultural environments (sometimes under time pressure) and to deliver results in a demanding and fast-paced environment that requires meeting set deadlines.
- + Fresh thinking and innovation-friendly spirit.
- + Self-driven, responsible, and able to take ownership on projects and duties.
- + Solid analytical thinking and problem-solving capability.
- + Ability to travel – mostly in Europe.
- + Attentive to details.

**Martel** provides a creative, challenging, and dynamic multinational environment which encourages team spirit, cooperation and continuous learning.

### Do you want to apply?

Send:

- + Your CV
- + Cover letter (clearly elaborate on why you are the right person for the job)

via email to **careers@martel-innovate.com** indicating “**EC Project Manager**” in the subject.

**All applications will be treated as strictly confidential.**

## About Martel Innovate

Headquartered in Zürich, with offices also in Amsterdam and Lugano, Martel is an innovative and dynamic SME specialized in the management, innovation and promotion of international Research and Development projects with a focus on advanced Internet technologies, such as 5G, IoT and Cloud.

Martel, with more than 20 years' experience in the European and Global ICT scene, includes three departments that work side by side to deliver the best quality to its customers:

- + Martel Consulting, a department specialised in R&D Project and Innovation Management and Strategic Consultancy, focusing on the coordination of innovation (H2020, Horizon Europe, Digital Europe, and others) projects;
- + Martel Media, a division specialised in dissemination, communication, marketing and community building activities at the service of ICT initiatives and projects;
- + Martel Lab, a R&D department specialized in cloud native architectures, spanning from cloud computing infrastructures to cloud computing as an enabler in different application fields such as: Machine Learning, IoT, NFVI and Smart Cities.

Martel's team is an international and dynamic group of people that combine skills and expertise from different domains, including business, technological, scientific, communication and marketing sectors.

For information regarding our company and current projects and activities, please consult our website: [martel-innovate.com](https://martel-innovate.com).