

We are looking for a Senior R&D Project Manager

Keywords: EU funded projects / Project management / ICT Innovation

Job category: Project Management

Job location: Dübendorf (ZH), Switzerland

Contract: Full time, permanent, with a probation period of 3 month

Start date: Q1/Q2 2020

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

Responsibilities

The ideal candidate will be able to manage and implement R&D projects (EU R&D and Innovation projects (H2020)). The candidate is expected to have a strong background in EU R&D proposals and project management and technical writing.

- + Management and implementation of R&D projects (EU R&D and Innovation projects (H2020));
- + Representing Martel in R&D projects/consortia, EU authorities, relevant events;
- + 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;
- + Creating and maintaining comprehensive project documentation;
- + Implementing quality control processes;
- + Organising 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.

- + Participation in business / project publications;
- + Follow the evolution of emerging trends in technologies and identification of new concepts;
- + Reporting and escalating to management as needed.

Skills and Experience

- + PhD / MSc in computer science / social science / related fields;
- + Proven experience in project management of EU-funded programs (R&D and Innovation projects); also from the role of coordinator;
- + Proven experience in writing successful proposals for EU-funded programs;
- + Experience in areas such as IoT, Next Generation Internet, Big Data, Artificial Intelligence, etc.;
- + 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, presentation, and organisational skills;

Personal Skills

- + Able to perform in multi-cultural environments, under pressure and to deliver results in a demanding and fast-paced environment that requires meeting set deadlines, fresh thinking and innovation;
- + Self-driven, responsible, and able to take ownership on projects;
- + Solid analytical thinking and problem-solving capability;
- + Ability to travel frequently;
- + Attention to detail.

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 **“Senior R&D Project Manager”** in the subject.

About Martel Innovate

Based in Zürich, with offices also in 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 H2020 projects;
- + Martel Media, a division specialised in dissemination, communication, marketing and community-building activities at the service of ICT initiatives and projects;
- + Martel Lab, an 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: Big Data, 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.