

# We are looking for a

## EC Project Manager

Keywords: EU funded projects / Project Management / ICT Innovation

**Job category:** EC Project Manager

**Job location:** Amsterdam, the Netherlands – possibility to work partly remote

**Contract:** Full time, Annual – with the possibility to renew to a permanent position

**Start date:** Q3 / Q4 2022

**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 and 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.
- + Representing Martel in R&D projects, consortia, meetings, events, etc.
- + Managing stakeholders' relationships and expectations.
- + 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 (offline and online); 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 – having already experience in project coordination is a plus.
- + PhD / MSc in ICT domain as well as social science and related fields.
- + 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.
- + 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](mailto:careers@martel-innovate.com) indicating “**EC Project Manager**” in the subject.

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

## About Martel Innovate

Martel is a dynamic digital innovation agency with more than 25 years' experience empowering organisations across Europe and worldwide throughout their journey from novel ideas to technological implementation, media and market strategy. After more than one hundred cutting-edge projects, Martel has grown from its origins as a small consulting agency into a thriving organisation with offices in Switzerland and in the Netherlands.

Building on its foundation in the management of European Commission funded projects and EU consulting, Martel's business has diversified to include research and development activities in several advanced domains, but also a broad palette of communication, marketing, media and training services.

With a skilled and passionate international team, Martel helps its customers and partners achieve ambitious innovation goals in an impactful and sustainable way. Martel offers support and guidance spanning from securing funds and providing expertise in selected ICT domains, to strategic communication, marketing and engagement plans.

Martel also offers dedicated training on European funding rules and mechanisms, on media and communication for science and technology, and on advanced topics in Cloud Computing, Edge Computing, Internet of Things, Artificial Intelligence and open-source Software Engineering.