

We are looking for an EC Project Manager

Keywords: EU funded projects / Management / ICT Innovation

Job category: Senior EC Project Manager

Job location: The Netherlands (residency in NL is a pre-requisite)

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

Start date: Q1/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 can **coordinate, manage and supervise the implementation of R&I projects funded by the European Commission** (Horizon Europe, Digital Europe). The candidate **is expected to have a consolidated experience in EC funded project coordination**, as well as **in technical writing and more specifically EC proposals writing**.

Your day-to-day responsibilities at Martel will include:

- + Coordination, management, and supervision of EC funded R&I projects.
- + Leading and supporting the full cycle of preparation of EC funded proposals.
- + Representing Martel in R&I 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&I 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; relationships management with third parties.
- + Support financial administration and resources monitoring of the projects.

Skills and Experience

- + Proven experience in project coordination and management of EC funded projects.
- + Proven experience in writing successful proposals for EC funded programs.
- + Consolidated knowledge of European research and innovation programmes.
- + Excellent written and spoken communication skills in English.
- + Technical writing and oral presentation experience.
- + Ability to negotiate, and to cooperate with international partners and clients.
- + Strong organisational and communication skills.
- + Experience in any of the areas of policy making, impact assessment, innovation management, ethics management are considered as a strong plus.
- + PhD / MSc in ICT domain as well as social science and related fields is preferred.

Personal Characteristics

- + Able to perform in multi-cultural environments (sometimes under time pressure) and to deliver results in a demanding and fast-paced environment.
- + 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 (5-6 times per year) – 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 detailed CV
- + Cover letter (clearly elaborate on why you are the right person for the job)

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 in Amsterdam and Lugano, Martel is an innovative and dynamic SME specialized in the management, innovation and promotion of international Research and Innovation projects with a focus on advanced Internet technologies.

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&I Project and Innovation Management and Strategic Consultancy, focusing on the coordination of innovation (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&I department specialized in cloud native architectures, spanning from cloud computing infrastructures to cloud computing as an enabler in different domains.

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.