

## JOB OPPORTUNITY

### European R&D Project Manager

The IMDEA Energy Institute is a Maria de Maeztu Center of Excellence with the mission of developing world-class R&D in the field of clean and renewable energy technologies. The Institute aims at contributing to the establishment of a sustainable energy system with a high degree of decarbonisation, economically competitive and securing energy supply ([www.energy.imdea.org](http://www.energy.imdea.org)).

IMDEA Energy is currently looking for a **highly motivated and experienced candidate** to reinforce the European project management team. The successful candidate will participate in the coordination of European R&D projects financed by the European Commission under HORIZON 2020 and will be involved in other activities of the International project management office, such as grants management, proposals preparation and assistance to the researchers in project related tasks.

#### Principal tasks:

- Coordination of collaborative H2020 R&D projects: management of the grant and the consortium agreements (including preparation of amendments), controlling and monitoring of the work program, project reporting (deliverables, project reviews, technical reports and financial statements), organization of consortium meetings, financial management and audits preparation, dissemination, communication and exploitation activities (such as project website update), among others.
- Preparation of project proposals for Horizon Europe and other European and international R&D calls.
- Reporting, controlling and monitoring of the European and international R&D grants awarded to IMDEA Energy.
- Identification and promotion of international R&D financial opportunities.
- Organization of dissemination activities and scientific events.

#### Requirements / profile:

- Degree in Engineering or Sciences Programs will be an asset.
- Proven experience in the management of R&D European projects (particularly relevant H2020).
- Experience in coordinating R&D European projects would be an asset.
- Experience in the preparation of proposals for R&D European calls, such as H2020, LIFE, ERA-NETs, among others.
- Oral and written communication skills in English (B2 equivalent).
- Experience in the management of websites and social networks and the organization of events would be an asset.
- Availability to travel.

#### Other skills:

- Analytical skills and strong sense of organization.
- Autonomy and leadership.
- Initiative and decision-making capacity.
- Ability to work in a team.
- Organizational and planning skills.
- Communication and negotiation skills.

**Location:** Móstoles, Madrid, Spain.

**We offer:**

- Join a recognized R&D excellent center with increased international visibility.
- Continuous learning and training opportunities.
- Professional growth in a young and dynamic team.
- Participation in the deployment of the international strategic plan of the Institute with the proposal of new stimulating initiatives.

**Remuneration:** 29.000 € – 35.000 € gross salary per year.

**Reference:** 21.01 ADM1 GP

**Deadline call:** This call will remain open until **January 22<sup>nd</sup> 2021**.

Applicants should send their Curriculum Vitae and cover letter to the following address:

**Email:** [contacto.energia@imdea.org](mailto:contacto.energia@imdea.org),

**Subject:** Reference 21.01 ADM1 GP