Project Manager

Full time, indefinite contract

BEUC, The European Consumer Organisation, is currently looking for a Project Manager to oversee the implementation of its third-party funded projects. The Project Manager will report to the Finance and Administration Director.

- The Project Manager will be responsible for the day-to-day management of EU (mainly H2020) and non-EU funded projects within BEUC, to provide excellence in their administrative and financial management. A key challenge will be managing multiple simultaneous complex projects.

The tasks of the position include:

A Policy Officer is dedicated to each project. The PM will work in tandem with the Policy Officers.

- Creating and implementing an effective monitoring process for project delivery at BEUC;
- Tracking progress of deliverables, milestones, project expenditure and staff allocations for projects;
- Overseeing the implementation of project activities internally and with BEUC members;
- Acting as the central contact point for internal and external stakeholders in relation to the projects;
- Preparation of periodic reports for relevant projects, including financial and narrative reporting;
- Being responsible for data management related to the projects;
- Identifying and addressing unanticipated risks.

The main qualifications we are looking for:

- University degree in sciences, management or similar;
- At least 3 years of relevant experience working on Project Management;
- Very good understanding of the EU project management process including familiarity with the Research and Innovation Grant Management tool (H2020);
- Excellent writing skills and good presentation skills; fluency in English is essential, additional European languages are an asset;
- Strong networking, interpersonal and communication skills;
- Solid organisational skills and an excellent eye for detail;
- Ability to cope under pressure and to meet strict deadlines;
- Proactive and highly motivated to demonstrate excellence in project delivery and management.
What we offer:

▪ A multidisciplinary and multicultural working environment within an organisation dedicated to the promotion of the interests of consumers;
▪ A non-routine job implying action in several topics related to consumer affairs, particularly the energy sector;
▪ Networking opportunities with numerous organisations and the EU institutions;
▪ A full-time fixed term contract ideally starting in April 2021 with a competitive package (salary, fringe benefits, extra-legal paid leave, flexi-time).

Applications for the position should be sent by 14 March 2021 by e-mail to apply@beuc.eu with subject line: Project Manager.

The first round of interviews will take place through videoconferencing, the week of 21 March.

Please note that only short-listed candidates will be contacted.

Your application should include the following documents:

1. A short motivation letter
2. A detailed curriculum-vitae
3. In a separate file, answers to the following questions:
   o Why would you like to work at BEUC?
      ▪ Briefly explain the main reasons that motivate you to work at BEUC, using maximum 150 words.
   o Why should BEUC appoint you?
      ▪ Tell us why you think we should appoint you rather than other candidates, using maximum 150 words.
   o Briefly summarise, how you would track the progress of multiple ongoing projects and ensure that their aims are achieved?
      ▪ Convince us, by using maximum 250 words.

Any incomplete application will be disregarded.

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For short-listed candidates, we routinely ask for their consent to keep their information for six months after the end of the selection process, in case other vacancies that could fit their profile open up.