

## **PROGRAMME MANAGEMENT UNIT – Administration Department**

### **Title of the Position: Project Officer**

The Administration Department supports the Programme Manager in the general administration of the EUROfusion Programme. The main tasks are the preparation of the Work Plan, financial planning, contractual agreements, intermediate reporting to the European Commission, financial control, documentation management, data analysis and statistics.

### **Responsibilities:**

The post holder will be part of the Administration Team and will work in close collaboration with other Departments and Offices in the Programme Management Unit (PMU) and the Coordinator Unit. In particular she/he will be responsible for the following tasks:

- Preparation and follow up of collaboration agreements with external parties (F4E, ITER IO, other international partners).
- Contribution to the preparation of the Annual Work Plans.
- Contribution to the preparation of the technical periodic reporting to the European Commission, with focus on dissemination and communication activities in the beneficiaries, Intellectual Property Rights, gender and publications.
- Monitoring compliance of the organisation with all legislation in relation to data protection, in dialogue with the Data Protection Officer and any other relevant parties. Liaising with EUROfusion beneficiaries on data protection issues.
- Provide support to the PMU Management in identifying new ways to implement ethical practices also as a member of the European Fusion Diversity Network.
- Preparation and follow up of Task Agreements with EUROfusion beneficiaries.
- Provide input for development of processes and administrative procedures.
- Organisation of information meetings and training sessions with the Administrative Contact Persons in the EUROfusion Beneficiaries.

### **Qualifications/Competencies**

- University degree at Bachelor/Master level. The required education degree may be substituted by an extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains;
- At least 5 years of professional experience in the field of Administration or Project Management;
- Experience in H2020/HE European projects is an advantage as well as experience in contractual/legal matters;
- IT skills: MS Office package, particularly MS Excel;
- Good communication skills;
- An excellent knowledge of English is required.

The Project Officer will work in Garching, Germany, and will report to the Head of the Administration Department. Candidates who are interested in joining the PMU and working remotely from the home lab are invited to apply as well; in this case regular visits/short secondment periods to Garching can be arranged.

The position is full time; a reduced working time can be discussed.

**Date of Job Vacancy:**                **November 1<sup>st</sup>, 2024**

**Application deadline:**            **September 29<sup>th</sup>, 2024**

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The applicant will ideally already have a work contract with a EUROfusion Beneficiary or its Affiliated Entity and will be seconded to the EUROfusion PMU in Garching. Otherwise, she/he will have to secure a work contract with one of the Beneficiaries, to be seconded to the PMU in Garching.

The EUROfusion secondment will be until 31<sup>st</sup> December 2025 and can be extended until 31<sup>st</sup> December 2027, subject to the extension of the EUROfusion Grant Agreement. However, the actual labour contract might be subject to the rules, regulations and conditions of the Beneficiary that employs the applicant.

EUROfusion strives for diversity and inclusion, and explicitly encourages members of minority groups and females to apply for this position.

In case the candidate is shortlisted, the interviews will take place (via videoconference) in the period 1-9 October 2024.