



# EUROfusion

PROGRAMME MANAGER OFFICE

EUROfusion · Boltzmannstr. 2 · 85748 Garching · Germany

PROGRAMME MANAGEMENT UNIT

**Prof. Ambrogio Fasoli**  
Programme Manager

**To the Members of the General Assembly**

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## PROGRAMME MANAGEMENT UNIT – Information Management and Support Office

### Title of the Position: Project Officer for management tools and software

The Information and Management Support Office (IMSO) supports the Programme Management Unit in the overall general management of the EUROfusion programme and IT tooling. The office supports all EUROfusion Departments and Work Packages facilitating IT tools, processes and monitoring of the grant status.

#### Responsibilities:

The post holder will be part of the Information Management and Support Office team and will support all EUROfusion Work Packages. She/he will be responsible for:

- Developing project management tools and guidelines to support all project teams and stakeholders;
- Promoting the use of standard management tools and platforms across all Work Packages;
- Creating software requirements and interacting with stakeholders and software developers;
- Contributing to further developments of the Information Management System (IMS) and the Document Management system (IDM);
- Support the IT infrastructure group on troubleshooting and advise on developments;
- Maintain and improve the existing publication management system (Pinboard);
- Writing users manuals in close collaboration with the IT group.

#### Qualifications/Competencies

- University degree at 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;
- Degree in computer science or information technology preferred.
- At least 5 years of professional experience in the field of project management and/or software management;
- Proven knowledge of Java and JavaScript;
- Previous experience in a technical support role.
- Able to work independently, proactive, and willing to learn.
- Excellent communication skills, both written and verbal.
- Excellent working knowledge of English.
- Information Technology Service Management (ITIL) knowledge advantageous;

The Project Management Officer(s) will work in Garching, Germany, and will report to the Head of the Information Management and Support Office. The applicant can request to perform the work





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from the home laboratory. This request will be evaluated and approved or rejected during the selection process.

Date of Job Vacancy: 15 January 2024

Application deadline: 16 February 2024

CONTACT: Fabio Vinagre (Head of Information Management and Support Office)

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The applicant will ideally already have a work contract with a EUROfusion Beneficiary and will be seconded to the EUROfusion Programme Management Unit (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 ideally run until the end of the Horizon Europe framework period (31 December 2027), but 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 February 2024.

Yours sincerely,

**Ambrogio Fasoli**  
Programme Manager

