

December 2023

## (Senior) Project Manager

The EGI Foundation is looking to recruit a Project Manager responsible for the definition, implementation and management of the projects led by the EGI Foundation. The Project Manager works within the Project Management Team and under the supervision of the Project Management Lead.

The duty of the Project Manager is to ensure completion of projects on time within budget and within scope, maximising the exploitation of their results. The Project Manager also contributes to the initiation of new project proposals supporting the EGI Federation strategy.

A Senior Project Manager is expected to have multi-annual experience and knowledge in the above areas of work, to be familiar with the European Research and e-Infrastructure landscape, and to have demonstrated leadership and strategic thinking capabilities assuming managerial responsibility in projects.

At the EGI Foundation you will find a truly international English-speaking environment offering you the opportunity to work with a team of highly skilled and motivated colleagues, and you will have the opportunity to support research communities from all scientific disciplines.

### **Job Responsibilities**

- Plan and oversee assigned projects from the initial ideation through the completion.
- Coordinate people and processes to deliver project plans on time, within budget and with the desired outcome aligned to objectives.
- Manage and ensure effective day-by-day execution of the project plan of assigned projects and review them periodically.
- Contribute to the definition of the project quality, risk communications plan and exploitation plans, and supervise their implementation.
- Participate in project reporting activities and supervise them.
- Coordinate the activities of the project office.

- Liaise with the granting authority on financial and technical matters concerning the assigned projects and project stakeholders.
- Manage resource availability and allocation, both internal and third parties ensuring the effective use of the available budget.
- Coordinate the participation of project partners in the context of the assigned projects, and support the project governance.
- Manage and adjust for any changes in project scope, schedule and / or budget.
- Ensure collaborative environment within the project including escalation in case of issues and conflict.
- Engage in external liaison activities and promote the assigned projects in external events, conferences and symposia.
- Act as a point of liaison between the project and EGI senior management and prepare internal project reports for the EGI governance.
- Ensure completion of projects on time within budget and within scope, maximising the exploitation of their results.
- Contribute to the initiation of new project proposals supporting the EGI Federation strategy.
- Contribute to project management knowledge sharing and knowledge acquisition within the Project Management team and the company

## **Relationships**

- With the Project Management Team for the daily administration of the EGI Foundation project portfolio
- With the Service Management System Manager to contribute to the Project Management related processes of the EGI Foundation
- With the Finance and Administration team for project finance administration
- With the partners of the assigned projects
- With the granting authorities as required

### **Essential requirements**

- 3+ year experience with project management
- Solid understanding of service delivery and software development
- Analytical skills are necessary in order to correctly identify risks and solve any problems which may arise throughout the project.
- Positive mindset towards learning and knowledge sharing.
- Collaborative attitude, open communication and team spirit.
- Demonstrated leadership and strategic thinking.
- Exceptional communication and coordination skills.
- Ability to motivate their project office team.
- Ability to work in a highly distributed environment.
- Attention to detail and problem solving and conflict resolution skills.
- Experience with the management of grants in the context of European Commission funding programmes is a plus.
- Project management certification (e.g. PMP) is a plus.

### **Other requirements**

- Extremely detail oriented, thorough, and organised.
- Excellent time management skills.
- Ability to travel within Europe and occasionally worldwide
- Ability to write and communicate effectively in English.
- Strong collaboration and interpersonal skills, and ability to work well within a team.

### **Offer**

- This opportunity is a full time position (40 hours a week), offered for a period of one year, with the possibility of renewal based on your satisfactory performance.
- Depending on experience, for an employee working in the Netherlands, gross salary for a full-time position will be in the range of €5,036 to €5,708 per month, with additional holiday allowance (8% annual gross) and end of year (5% annual gross) bonuses. Employees stationed outside the Netherlands, the salary will be determined by applying the country-specific coefficient correction, and additional benefits will be aligned with the local regulations of the respective country.
- You'll have the opportunity to work at the EGI Foundation office in Amsterdam or remotely, depending on your demonstrated experience and in accordance with the EGI Foundation's terms of employment. We value your flexibility and provide options that suit your circumstances.
- With a majority of our staff operating from various locations in Europe, we maintain payrolls in multiple countries. In line with this approach, specific contract terms are negotiated based on the employee's country of residence.
- Employees who are new to the Netherlands may be eligible for a special tax benefit, making your transition smoother and more rewarding.
- In the Netherlands, employees are entitled to 31 days of annual leave (pro rata). For employees residing in other countries, the specific number of leave days may vary depending on the applicable national labour law regulations.

### **Equal opportunities**

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

### **Process and timeline**

- Closing date for applications: 26 January 2024
- Online interviews: End of January 2024
- Expected starting date: Q1 2024



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### **To apply**

To apply, we invite you to send us the following three items by email, to [jobs@egi.eu](mailto:jobs@egi.eu):

- A cover letter (in PDF format), explaining your motivation for applying and how you meet the requirements outlined above.
- A CV/resume (in PDF format), ideally max 2 pages.

Incomplete applications will not be considered.

Thank you for your interest!