Project Manager – Horizon Europe (Brussels)

APRE – the Italian Agency for the Promotion of European Research is looking for a Project Manager to contribute to the activities of its Brussels Unit, ideally starting from April-May 2024. The position is full time – the type of contract and salary will be discussed depending on experience and qualifications.

WHAT IS APRE?

APRE is a non-profit membership organisation that supports and promotes the Italian participation to EU programmes for research and innovation. It brings together a large part of public and private players of the Italian R&I landscape - more than 150 members among universities, research centres, industries and trade associations. APRE is the host organisation of Italy’s Horizon Europe National Contact Points. Know more: https://apre.it/en/homepage/

APRE IN BRUSSELS

Since the mid-2000s, our Brussels Unit has contributed to place APRE and its members in direct contact with EU institutions and other key players of the EU’s decision-making process, promoting a strengthened engagement of our network and the whole Italian Research & Innovation community in the EU R&I policies and programmes. Know more about our activities in Brussels: https://apre.it/en/our-network/eu-liaison-office-in-brussels/

KEY RESPONSIBILITIES

The successful candidate will support APRE’s activities in Brussels. In particular, the job includes the following key responsibilities:

- Coordination and execution of R&I / Horizon Europe projects (grants and procurements), in particular in the area of collaboration between the EU and Third countries.
- Contribution to the concept, design and writing of new project proposals under Horizon Europe call for grants and EU call for tenders in particular in the area of collaboration between the EU and Third countries.
- Coordination and contribution to the design and implementation of APRE institutional and projects activities, e.g. design, planning and organisation of trainings, workshops, conferences; communication and dissemination activities; drafting of policy papers; other stakeholder engagement activities.

QUALIFICATIONS

APRE is looking for a proactive professional with the following main qualifications:

- At least 3 years of professional experience in international project management (mandatory)
- At least 1 year of experience on EU tenders (preparation of offers and implementation of contracts)
- Very good knowledge of the EU institutions’ internal working and decision-making process
- Very good knowledge of research & innovation policies and Horizon programme
- Strong communication and organisational skills
The ideal candidate will have a minimum of 1 year of experience in a similar role, with a bachelor’s or master’s degree in communication, public relations, or a related field.

**LANGUAGE**: Excellent written and verbal communication skills in English (C1 minimum). Fluency in Italian is a plus.

**WORK LOCATION**: Brussels

**HOW TO APPLY – READ CAREFULLY**

- Deadline for the submission of the curriculum: **15/03/2024**
- Apply here [https://apre.it/lavora-con-noi/](https://apre.it/lavora-con-noi/) using the interactive form at the bottom of the page
  
  Or
  
  Apply by sending a motivation email (1000 characters max) and your CV (pdf) to recruitment@apre.it
  
  (Subject: “Project Manager – Brussels”)

Only short-listed candidates will be contacted for an interview