

PROGRAMME MANAGEMENT UNIT – Project Management Office

Title of the Position(s): Two Project Management Officer(s)

The Project Management Office (PMO) supports the Programme Manager in the overall project management control of the EUROfusion programme. The PMO supports all EUROfusion Work Packages, offering assistance and tools, providing common standards and guidelines to all Project Leaders/Task Force Leaders and the Project Support Offices (PSO) in the Lead Beneficiaries, and coordinates the communication across Work Packages.

Responsibilities:

The post holder(s) will be part of the Project Management Office team and will support all EUROfusion Work Packages. The Project Management Office will be responsible for:

- Developing project management processes, methods, tools, guidelines and standards in order to establish a stable framework to support all project teams and stakeholders;
- Preparing procedures, template and standardize documents such as Project Execution Plans, project charters etc.;
- Cooperating with Project Leaders/Task Force Leaders to use the standards and processes developed;
- Monitoring and controlling projects' scope and schedule at the programme level;
- Tracking progress and communicating proactively the impact of projects' changes to key stakeholders;
- Reporting on projects' progress and achievement of Grant Agreement deliverables;
- Reporting on projects' performance matters e.g. maintaining Key Performance Indicators;
- Ensuring quality standards on reporting and project documentation;
- Maintaining project documentation in the Document Management system (IDM);
- Supporting Project Leaders/Task Force Leaders in setting QA standards and in developing a Quality Plan;
- Ensuring communication across projects, in particular with the Project Support Officers in the Beneficiaries;
- Developing and providing training to the project teams on good project management principles.

The precise task description of the individuals in the Project Management Offices will be as much as possible aligned with the individual competences and interest of the team members.

Qualifications/Competencies

- University degree at Master level either in Project Management, Business Administration, Engineering Management or a comparable education. 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 3 years of professional experience in the field of project management and/or programme management;
- Project Management Professional (PMP) credential is advantageous;
- Knowledge of project management principles and proficient use of project management tools and software are required;
- Excellent communication and presentation skills;
- Excellent working knowledge of English is required.

The Project Management Officer(s) will work in Garching, Germany, and will report to the Head of the Project Management Office.

Date of Job Vacancy: January 1st, 2021
Application deadline: October 19th, 2020

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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 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 in the first half of November..