

We are looking for a

PROJECT MANAGER

Keywords: EU funded projects / Project management / Digital sustainability

Job category: EU project coordination and management / EU proposals' writing

Contract: Permanent

Location: Zurich area

Start date: ASAP

JOB DESCRIPTION AND RESPONSIBILITIES

We are looking for a top level Project Manager, with solid experience in managing and coordinating EU funded projects, as well as in technical writing and more specifically EU proposals writing. The ideal candidate will be able to **manage and supervise the implementation of R&D projects funded by the European Commission** (Horizon Europe, Digital Europe, EIC, etc.).

Your day-to-day responsibilities will include:

- Managing and supervising EU funded research and innovation projects
- Ensuring the on-time and on-budget delivery of projects
- Tracking progress through a solid project plan, monitoring and reporting procedures.
- Defining and implementing quality control processes
- Supporting financial administration and resources monitoring of the projects
- Creating and maintaining comprehensive project documentation
- Managing stakeholders' relationships and expectations
- Assisting in the definition of project specifications, involving all relevant stakeholders / teams, and ensuring technical feasibility and resource availability
- Managing and organising Cascade Funding / Open Calls - third party enrollment
- Leading and supporting the full cycle of preparation/writing of EU funded proposals
- Representing Digital for Planet in R&D projects, consortia, meetings, events, etc.
- Elaborating deliverables for the activities of an R&D project
- Actively engaging in project portfolio development activities, including conceiving and writing new research proposals; finding new ideas, identifying funding opportunities, scouting and selecting partners
- Delivering high-quality presentations at events; networking; establishing and maintaining relationships with third parties

Close collaboration is also expected with the activities and work led by Martel Innovate, the founding member of Digital for Planet.

You will be active in a friendly international environment and take part in international R&I projects across Europe (and beyond from time to time). In this respect, some travelling within (and rarely outside Europe) will be entailed.

SKILLS AND EXPERIENCE

- Proven experience in project management of EC funded programs. Experience in innovation management, ethics management would be an advantage
- Proven experience in managing and implementing activities as a sustainability expert in EC

funded projects

- Proven experience in writing successful proposals for EC funded programs
- Consolidated knowledge of European research and innovation programs
- Excellent written and spoken communication skills in English
- Ability to negotiate and to cooperate with international partners and clients
- Proven experience in technical writing and oral presentation
- PhD / MSc in ICT (Computing) or Sustainability related domains alternatively in Social Sciences related domains
- Strong organizational skills

PERSONAL CHARACTERISTICS

- Able to perform under time pressure in multi-cultural environments and to deliver results in a demanding and fast-paced environment that requires meeting set deadlines
- Fresh thinking and innovation-friendly spirit
- Self-driven, responsible and able to take ownership on projects and duties
- Solid analytical thinking and problem-solving capability
- Attentive to details

WE OFFER YOU

- 40-hour work week with flexible working hours
- 13th salary and monthly allowance for private phone and internet expenses
- Flexible work arrangement options
- Full employer coverage of Krankentaggeld (KTG)
- Yearly half-fare travel card paid by the company
- Entrepreneurial and matrix organized company with a non-hierarchical mindset

WHY D4P?

D4P provides a purposeful, creative, challenging, and dynamic multinational environment which encourages team spirit, cooperation and continuous learning. We offer exciting opportunities to take on new challenges and make a meaningful impact in the organization and in society. We value innovation, open communication, and a strong sense of ownership in every role. At D4P, you'll be part of an impactful, forward-thinking nonprofit organization. We support both personal and professional development, ensuring you grow alongside us and your work and the one of our organization contributes to a more sustainable, and equitable future.

DO YOU WANT TO APPLY?

Send:

- Your CV
- A motivation letter
- Work certificates and/or letters of recommendation
- Any additional relevant documents

via email to careers@digital4planet.org indicating “**Project Manager**” in the subject.

All applications will be treated as strictly confidential.

For any questions or additional information, feel free to reach out: sofija.ivkovic@martel-innovate.com

ABOUT DIGITAL FOR PLANET

Digital for Planet is a nonprofit organization supporting the development and adoption of sustainable digital technologies and solutions for an equitable and sustainable development of our economy and society. Our vision is a world where sustainable and ethical digital technologies empower humanity to protect and regenerate the environment, while driving sustainable societal and economic progress for all.