

ENEA

ENTE PER LE NUOVE TECNOLOGIE, L'ENERGIA E L'AMBIENTE

is currently looking for a:

Project Officer

for its EU Liaison Office, located in Belgium, Rue de Namur, 72, 1000 Brussels

Job Description:

- Support the management of an ICT FP6 Project, in the role of coordinator
- Deal with project reporting (both financial and activity reports)
- Monitor project partners' activities and budget
- Coordinate the project partners and organise project meetings
- Establish proposals for project follow-up activities
- Maintain external contacts with the EU institutions and/or other European projects and initiatives
- Collaborate to ENEA's office daily activities

Profile:

- University degree
- Working experience with implementing and managing EU funded projects (preferably in EU Framework Programmes for Research FP6/FP7) would represent an asset
- Knowledge of European institutions and actors
- Fluent in English both spoken and written. Knowledge of French and Italian would be an asset
- Strong organisational skills with a proactive, flexible and conscientious approach to work

Candidates will be offered a 8 months contract, with possibility of extension depending on availability of programmatic funds.

Basic net salary offered: € 1300/month

Contract terms and conditions will be based on Belgian law 3 July 1978 about job contracts (ENEA terms and conditions will not apply)

Please e-mail your CV and covering letter to: sandra.poleggi@enea.it

Interviews will take place in July. Possible start date: September 2009

Deadline for application: 6th July 2009