

# EUROSPACE VACANCY

## TECHNOLOGY STRATEGY JUNIOR PROJECT MANAGER

### WHAT

Eurospace is looking to expand its **Technology Strategy** team with **a Junior Project Manager** in the context of the launch of the Pilot Project for Space Technology in Europe funded by the European Union in 2018-2019.

Depending on qualifications and profiles we will offer CDD or CDI work contracts respectful of French work legislation. Compensation will be commensurate with experience and qualification of candidates.

#### **Work location: Paris (France)**

About Eurospace: [www.eurospace.org](http://www.eurospace.org)

### THE CONTEXT

Eurospace has been awarded a contract by the European Union to investigate the conditions for the emergence of a Joint Technology Initiative (JTI) for Space in Europe, and to test the capacity of the sector to jointly prepare a technology plan with two pilot themes: "de-orbiting" and "critical materials" (namely: adhesives, solvents, greases, insulation). In the wake of the Pilot Project Eurospace shall support the effective set up of the JTI and the preparation of the space Strategic Agenda for implementation in the JTI context.

### THE JOB

The Junior Project Manager will mainly support the Pilot Project's management and logistics tasks under the supervision of Eurospace Research Director (RD). Being part of the Technology Strategy team the Junior Project manager will also be involved in supporting the team logistics and management requirements overall.

- Managed budget: 1M€/year
- Project Team: up to 7 permanent staff, plus 2 external advisors + 3 interns + 5-10 external experts for roadmapping + hundreds of external contacts (mailing lists for survey and conference participants)

Activities will focus on:

- Project management, including elaboration and versioning of project flow charts, risk management log, activities log, project calendar, quality assurance of deliverables, travel logistics, cost reporting and financial sheets
- Management of contacts, mailing lists, attendance sheets, staff time sheets
- Staff meetings minuting and actions tracking
- Events (workshops/conferences) logistics and organisation

- Project costs and expenditure tracking and reporting
- Internal and external reporting

## THE PROFILE

Eurospace is looking for the following profile:

- Up to 5 years working experience
- Policy, economics, business management, project management background (Master 1 or Master 2)
- **Excellent proficiency in English** (written and oral skills)
- Proficient with Ms Office suite (Excel, Word and Powerpoint)
- Agile and versatile
- Committed to deadlines
- Excellent organisation skills
- Self-motivated, self-achiever, autonomy
- Team-worker
- Interest in technology, technology strategy, RDT and innovation
- **EU nationals only**

Would be a plus:

- Previous experience with EC Horizon 2020 projects (reporting, management, ECAS, Participant Portal)
- Previous experience with space programmes/space technology management
- Interest for space programmes and space technology
- Interest/previous experience with European innovation and research policies

## WHEN

The Positions need to be filed **at the latest early in January 2018**. We expect to sign the contracts in December 2017.

## HOW TO APPLY

Send your English CV together with **cover letter as 2 separate PDF files** to pierre.lionnet@eurospace.org before November 15<sup>th</sup> 2017.

**Please make sure that you use the following FILENAME codification:**

- For the CV: LASTNAME\_Firstname\_CV.PDF
- For the cover letter: LASTNAME\_Firstname\_CL.PDF