

Program Coordinator Assistant to EERA JP Smart Grids

The EERA-European Energy Research Alliance Joint Programme (JP) on Smart Grids is recruiting an assistant to support the JP Coordinator in the management of the Programme activities. The position includes responsibilities related to planning, implementing and assessing activities carried out in the framework of the Joint Programme, in the field of Smart Grids development and deployment. The role requires technical or scientific background in the field of energy, sound communication and organizational skills, ability to draft reports.

The ideal candidate is a post-doc in Engineering, self-motivated and able to multi-task, fluent in English. The contract is on a 2 year-term duration. The position is also intended for candidates who wish to start a career as Project Manager in the energy sector. The post is based in Milan (Italy).

The European Energy Research Alliance Joint Programme on Smart Grids (EERA JP SG)

The European Energy Research Alliance (EERA) is the largest network on low carbon energy research in Europe, representing the research pillar of the EU SET-Plan. It is an alliance of European public research centres and universities that brings together more than 175 members from 27 Countries. Actively working together EERA members build on national research initiatives by aligning and coordinating research activities on the basis of common research agendas. EERA is structured in 17 Joint Programmes covering research in different areas of Energy: materials, technologies and systems including policy and social aspects, aligned with the priorities for low carbon technologies defined in the SET-Plan

The Joint Programme on Smart Grids has been officially launched in 2010. Coordinated by RSE and ENEA from Italy, the JP operates by means of an extended cross-disciplinary cooperation involving several research organisations with different and complementary expertise and facilities, addressing in a medium- to long-term research perspective, one of the most critical areas directly relating to the effective acceleration of smart grid deployment: smart grids technology, its application and integration.

Key Responsibilities

- Support JP Coordinator on daily tasks
- Management of relevant programme timelines
- Plan, implement and evaluate programme framework. Function as key link between subprogrammes, ensure knowledge exchange. Maintain on-going contact with program participants and monitor their progress towards the completion of program requirements, providing support as needed
- Create and maintain filing systems for inter-office documents: (archives, files, correspondence and other records)
- Support financial department with budget allocation and resource mapping
- Perform additional office related duties / assignments as requested.

Core qualifications needed:

- Have a university degree or equivalent (Master's level preferred) in a relevant field of energy R&D (grid aspects are preferential)
- Project management skills
- Fluency in English, both written and spoken language; Italian language is an asset
- Excellent interpersonal and communication skills
- Desire to work in a fast-moving, international research environment
- Proven experience in MS Office applications and website editing
- Be legally entitled to live and work in Italy

What we offer:

- Short-term contract for a duration of 2 years
- Gross salary of approximately EUR 35.000,00 per year
- The post is based in Milan (IT), c/o RSE, and entails frequent business travels, mainly within Europe.
- Flexibility in working time requested.

How to apply?

In order to apply, click the following link.

(Please after filling the form, attach your CV and motivation letter in a single file .pdf.)

The deadline for the application is 27th August 2017.

Short listed candidate will be asked to do a hearing during the month of September, 2017.

The successful candidate will commence work no earlier than October 1st and no later than December 2017.