



*ef*mc

Senior Consultant in H2020 &
EU funded projects

22 / 06 / 2020

Senior Expert EC Framework Programme for RDI (Horizon 2020) & other EU funded programmes

Our firm is specialised primarily in the financial management of European Union Research & Innovation projects specifically H2020 but also other EU funded programmes

To meet the increasing demand for our company's services, EFMC is recruiting a **Senior Consultant specialised in H2020 proposal writing & project management.**

Our clients are Universities, SMEs, public and private research centres, and foundations and non – profit organisations from all over Europe and our client base are mainly research administrators (Project Managers and Financial Managers) in charge of EU projects.

Job description

The expert will be in charge to deliver:

1. Proposal Writing support

The Proposal Writing Support service aims at providing customised, professional, continuous support to the applicant/consortium in the pre-submission phase, with the aim of maximising the quality of the proposal and the chances of award.

The service may include:

- a) Ground-setting kick-off meeting;
- b) Analysis of the proposal development stage, and set up of the proposal structure and contents;
- c) Definition of the service work plan and the timeline of the proposal development until the submission;
- d) Interim analyses of proposal incremental draft versions full proposal i.e. Part A including the estimated budget, Part B1-3 and Part B4-6), and elaboration of recommendations / inputs for improvements;
- e) Continuous support during the proposal development (desk support);
- f) Full review of the proposal final version and fine-tuning checks.

2. Training courses

EFMC organises training courses all over Europe in the form of:

- Open Trainings (OT): open to any individual from any organisation or country who registers through the EFMC website.
- In-House Trainings (IH): delivered internally for staff members of any organisation on site anywhere in Europe.

You will be specifically in charge of delivering the training courses organised all over Europe. Open-trainings are based on standard training materials. In-house trainings need to be adapted and updated according to the beneficiaries' needs. Therefore, you will also have to collate information from various sources (written information, business users, developers, analysts) while defining the focus of the required information and structure of it.

3. Consultancy and Audit Simulation (optional)

EFMC's service consultancy and audit simulation consist in the analysis of the financial periodic reporting and internal financial controls of beneficiaries of European Research & Innovation Grants.

If needed, we propose to establish internal procedures that are fit for purpose for the management of EU funded actions in order that the organisation is in a position to comply with the obligation of their H2020 Grant Agreements.

Under the direction of your manager, you will be responsible for the entirety of this work, until the final report.

Profile

Applications without these 4 requirements will not be considered:

1. Excellent command of written and verbal communication skills in English (excellent knowledge of a 3rd language is an asset);
2. At least minimum 3 years as:
 - RDI Proposal Writer (Horizon 2020 RIA, IA, CSA, ERC, MSCA), possibly with a evidence-based track record of submitted proposals and examples of awarded proposals;
 - Experience as a Project Coordinator / Project Manager of H2020 actions, also in charge / involved in financial project reporting;
3. Capacity to handle services (proposal writing support to clients/applicants & training courses if required) independently;
4. EU citizenship.

Desirable:

- Experience as a Trainer/Lecturer;
- **Excellent communication** and **networking skills** are mandatory;
- Capacity to a positive and engaging atmosphere with clients;
- Strong **analytical skills** allowing to understand a problem and to identify possible solutions and key success factors;
- You are keen to work in a very **international/multi-cultural environment**,
- **Reliable, solution-oriented, organised, rigorous** and **proactive**, with **versatile** talents as well as strong **ethical values**, you have the ability to adapt and evolve in your approach to work,
- **Computer skills** (MS Office) are required for this role,
- This position might imply up to **2 business trips per month** (exceptionally 3), on average 2-3 days per trip.

Conditions

Full-time position;

Employment contract;

Working for a very international and diverse client base and be part of developing of a fast-growing SME;

We will offer you a very attractive overall package including:

- a base salary,
- a quarterly bonus based on your personal performance,
- a yearly bonus based on EFMC's performance.
- Additionally, to the official legal holidays, we offer 7 calendar days of paid leave in August and 14 calendar days for the Christmas time.

Additional information:

Applications shall be sent before the 10/07/2020.

Please send your CV together with the Cover Letter in English

We will contact you after the deadline.

Application (CV & motivation letter) shall be sent to Raphael de Vivans: rdevivans@efmc.eu



Job posted by

Raphaël de Vivans

CEO at EFMC