



efmc

**Senior Expert / Specialist
Horizon 2020 & Horizon Europe
Proposal Writing and Consultancy
18/01/2021**

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

Our firm is specialised in the financial management of EU Research & Innovation projects, specifically Horizon 2020 and Horizon Europe.

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.

To meet the increasing demand for our company's services, EFMC is recruiting a **Senior Specialist in R&I projects' proposal writing & project management.**

1) Job description

The expert will be in charge to deliver one or more of the following EFMC services:

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) Organisation and delivery of ground-setting proposal writing kick-off meeting with the applicant client and its partners;
- 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, and Parts B), 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 to the client organisation, for staff members of any organisation, on-site anywhere in Europe.

The expert will be in charge of delivering the training courses. Open-trainings are based on standard training materials. In-house trainings may require adaptation and customisation according to the trainees' needs. Therefore, the expert 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.

2) Profile

We are looking for a candidate keen to work in a very international/multi-cultural environment, with strong analytical skills allowing to understand a problem and to identify possible solutions and key success factors.

The ideal candidate should show the capacity to establish a positive and engaging atmosphere with clients and be reliable, solution-oriented, organised, rigorous and proactive, with versatile talents as well as strong ethical values.

In addition, excellent communication and networking skills, basic computer literacy & skills (MS Office applications), and capacity to handle & deliver consultancy services with a high level of independence will be required to handle assignments.

This position might imply up to two business trips per month (exceptionally three), on average 2-3 days per trip.

Applications without the following 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 3 years** of experience as (cumulatively):
 - RDI Proposal Writer (Horizon 2020 RIA, IA, CSA, ERC, MSCA), possibly with a evidence-based track record of submitted proposals and/or awarded proposals;
 - Project Coordinator / Project Manager of H2020 actions, also in charge or involved in project financial reporting;
3. EU citizenship.

Desirable:

- Experience as a Trainer/Lecturer;
- Experience in other EU programmes, in particular Erasmus+, Creative Europe, COSME;
- Knowledge of German, Dutch, Polish languages.

Conditions

- Full-time position;
- Employment contract (Estonian Law or Italian Law);
- Location: Estonia (Headquarter) or Italy;
- Working for a very international and diverse client base and be part of developing of a fast-growing SME.

We will offer 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;
- in addition to the official legal holidays, we offer 14 calendar days during Christmas / new year time.

Application

Candidates are invited to submit (in English only):

- A Professional CV
- Motivation letter, including:
 - A general introduction of the candidate profile and motivation to apply for this position;
 - How the candidate profile complies with the position, as described in "2) Profile"
 - Any integration to the profile description that could be useful for the evaluation.

Applications shall be sent before the 10/02/2021. EFMC will contact you after the deadline set for this job vacancy.

Application shall be sent to Mr. Marco Liviantoni: career@efmc.eu.