

# EU Funding Project Manager – Europe Analytica

3-5 years experience, Full-time

Start date: **February 2019**

Europe Analytica is a Brussels-based public affairs consultancy specialising in the cultural and creative industries.

We are looking for a Project Manager who will be responsible for the daily implementation and management of a European funded project, under the direct supervision of a senior adviser and the support of a project assistant. They will play a coordination role with all internal and external relevant stakeholders and the Project Board.

## Role will involve:

- Coordination of the Board of experts
- Monitoring the overall progress regarding milestones and deliverables
- Ensuring timing and delivery of all project activities
- Collection of relevant data and best practices and set up of user-friendly databases
- Desk search and qualitative set up + run of interviews in synergy with Board Director and Project Assistant
- Preparation of the interim and final reports
- Ensuring supervision of administrative and financial reports

## Requirements:

- University degree in Economics, Business Administration or relevant discipline (preferably Master's degree)
- At least three-five years of experience as Project Manager of EU funded projects or international projects
- Experience in the EU Framework Contracts is an asset
- Team player and ability to cope with multiple tasks
- Fluency in English. Knowledge of French/and or Spanish is an asset
- Understanding of the Cultural and Creative Industries Sector with special focus on Audiovisual is an asset
- Understanding of the importance of communication/dissemination of EC funded projects- desirable
- Understanding of financial risks & implementation of mitigation measures-desirable

## Application process:

- The application deadline is **8 January 2019**.
- Please send your CV and cover letter to [jobs@europe-analytica.com](mailto:jobs@europe-analytica.com), stating 'EU Funding Project Manager' in the subject line.
- Due to the expected high number of applications, only short-listed candidates will be contacted for interviews. **No calls please.**