

Open position at CzechGlobe: EUROPEAN PROJECT MANAGER AND LIAISON OFFICER FOR THE AnaEE-ERIC INTERFACE AND SYNTHESIS CENTRE (ISC)

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CzechGlobe, the leading Czech Research Institute for research on issues of environmental sciences, and in particular on the problem of global climate change impacts, adaptation and mitigation (further information <https://www.czechglobe.cz/cs/>), and

AnaEE-ERIC, the intergovernmental European Research Infrastructure Consortium for ecosystem research (further information <https://www.anaee.eu/>), are seeking together

An European Project Manager and Liaison Officer for the AnaEE-ERIC ISC

Location: Brno, Czech Republic

Application Deadline: 31 March 2025

About the Role:

The European Project Manager and Liaison Officer (EPMLO) is responsible for the formation of consortia and supporting the preparation of project proposals, overseeing and managing projects within a European Research Infrastructure (RI), ensuring effective coordination among stakeholders, and facilitating communication between scientific, institutional, and funding entities. The EPMLO plays a key role in project development, implementation, and reporting while ensuring compliance with European funding regulations and strategic objectives. Since EPMLO will belong to the staff of AnaEE-ERIC s/he will be involved in discussions and initiatives across its offices in the Czech Republic, Denmark, France, and Italy, while also contributing to the broader Research Infrastructure activities.

ROLES AND RESPONSIBILITIES

- **Project Management**
 - Coordinate the planning, development, execution, and monitoring of existing or new European-funded research projects within the RI.
 - Ensure project objectives, deliverables, and milestones are met on time and within budget.
 - Manage risks, identify potential issues, and develop mitigation strategies.
 - Identify funding opportunities from the European Commission (e.g., Horizon Europe), national agencies, and other sources.
 - Contribute to the consortium building, support for writing project proposals, ensuring compliance with the potential partners/project participants and EU and/or other authorities/organisations, in coordination with the management of AnaEE-ERIC.
 - Administrative and financial management of the projects, support of the logistics of the project, scientific output and deliverables.
- **Research Infrastructure Data Management & Reporting**
 - Survey of the activity of the research infrastructure, collect any data relevant to evaluate this activity, make statistics, and provide analysis together with the Scientific Officer.
 - Collect, analyse, report and maintain key performance indicators (KPIs) related to research outputs, including publications and projects impact.
 - Conduct surveys and statistical analyses to assess the effectiveness of the research infrastructure.
 - Ensure accurate documentation and reporting of project progress to governing bodies and funders.

- **Liaison and Stakeholder Engagement**
 - Liaise with the stakeholders of AnaEE-ERIC, supporting the communication officer, especially when relevant for project outputs or synthesis provided by the ISC.
 - Foster collaboration among research institutions, universities, and industry partners across Europe and abroad.
- **Internal activities**
 - Organize and participate in internal meetings, workshops, and training sessions.
 - Contribute to the overall activities, discussions, and strategic development of the RI.
 - Present, or represent AnaEE-ERIC in events when requested.

REQUIREMENTS AND SKILLS

- Master's degree or equivalent, in a discipline relevant for AnaEE-ERIC (ecology, environment, plant sciences, etc.), or a specialization in European project management.
- Three years of experience or more, preferably in the managing of European projects.
- Knowledge of research infrastructure landscape and European research funding policies.
- Experience in stakeholder engagement strategy, managing teams and budget will be an asset.
- Ability to work effectively in a collaborative team environment, manage multiple tasks simultaneously and meet deadlines.
- Strong oral and written communication skills, especially in an international environment.
- Excellent written and verbal communication skills in English (CEFR level C2).
- Knowledge of a second language spoken in the EU will be an asset.
- Overtime may be needed to meet deadlines.
- The position requires travelling in Europe and abroad.

CONDITIONS

The successful candidate will be hired by the CzechGlobe and seconded to AnaEE-ERIC within the framework of the hosting agreement signed by these two entities. The selected candidate is expected to start on the 1st of June 2025 for at least 2 years, renewable by written agreement. This position will be under the responsibility of the Scientific Officer of AnaEE-ERIC – ISC, and part of the staff of AnaEE-ERIC.

Nationality condition: **citizen of any country of the European Union, or in possession of a working permit for the Czech Republic, allowing travel inside and outside the EU with no restriction.**

WE OFFER THE FOLLOWING:

- Competitive salary and benefits, and a vibrant workplace with a strong emphasis on work-life balance.
- The opportunity to work in a world-leading international research institution with state-of-the-art facilities.
- Access to collaborative projects with academic and industrial partners across Europe.
- A supportive environment that fosters professional growth and development.
- AnaEE-ERIC is an equal opportunity employer and welcomes applications from any country and will examine the application regardless of gender, disability, or supposed minority status.

HOW TO APPLY:

To apply, send the following documents at jobs@czechglobe.cz and admin@anaee.eu (only pdf format will be accepted):

- CV (2 pages maximum)
- Cover Letter (1 page maximum)
- Names, position and email addresses of at least 2 reference persons
- Proof of last degree obtained and any other supporting information and documents.

Application Deadline: 31st March 2025

Anticipated start of work: 1st June 2025