

Job Title: Framework Contract manager

Working at Technopolis

Technopolis Group is a European leader in strategic policy advice in the field of science, technology and innovation (STI). Our team undertakes comparative policy studies, monitoring and evaluation studies and provides strategic advice. Our clients include different DGs of the European Commission the European Parliament as well as national and international public organisations.

Working at Technopolis means to be passionate about policy. Our committed, creative and smart colleagues tackle numerous challenges and provide intelligence to decision-makers. We are seeking to appoint an enthusiastic Framework Contract Manager for our Brussels office to meet the needs of our international and national public-sector client base. You will provide guidance and operational support to project teams during proposal preparation, but also monitor project delivery, invoicing and client relations.

Our expectations

Our ideal candidate provides value through dedicated support to project teams, while respecting the processes set by the clients. He/she should be able to respond well under time pressure and be able to multi-task. Soft skills such as ability to manage client expectations will be very useful since he/she will often be the point of contact for the client, external partners and Technopolis Group professionals.

The objective of the position is to secure the effective and successful implementation of several Framework Contracts and the growth of our business.

Responsibilities

The Framework Contract Manager is tasked to:

- Organise the management, implementation and quality assurance of a number of framework contracts for EU institutions.
- Deliver (parts of) projects, supporting the co-ordination of the work of consultants and external experts and writing management reports for our clients.
- Contribute to strengthening Technopolis Group capacity to deliver services in different sectors.
- Depending on the qualifications and experience, there are opportunities for contributing in the analytical work of projects.

Qualifications

We are looking for a bright and thoughtful person with minimum four years of relevant experience. More specifically, candidates should have the following profile:

- University education, preferably with a degree in economics, finance, political sciences, or engineering
- Proven organisational and planning skills for managing complex tasks within tight deadlines

- Experience in public policy consulting, preferably in one of our core thematic policy areas: science, technology and innovation, industrial and enterprise policy, regional economic development, green economy
- Fluency in English. Additional languages is a plus
- Good writing skills.
- Self-motivated, able to work independently and in small (international) teams
- A positive 'can-do' attitude, an analytical mind, and an eye for detail are required
- Organisational capabilities
- Qualities such as impartiality, flexibility and perseverance

Please submit your CV with a covering letter either via the vacancy announcement on our Careers page ('work with us') or to recruitment_be@technopolis-group.com until 31 May 2019.

We aim to employ the suitable candidate by July 2019.

Suitable candidates will be contacted in the first week of June.