JOB VACANCY

EU Project Proposal Writing and Reporting Consultant

(Ref: PRORW2611)

Background: Political Sciences, Social Sciences or relevant fields
Location: Chalandri, Athens
Type of appointment: Full time

The company:

EXELIA develops innovative projects for research and investment activities, interregional cooperation, and vocational training. The company launches and coordinates EU-funded project proposals and carries out policy analysis and empirical research for its clients. Technical innovation and policy learning are essential parameters of our work. We coordinate and implement technical work as project leaders or partners in Interreg, Horizon Europe, Innovative investments and Erasmus+ projects.

Main functions - role:

The retained collaborator will work together with a team of experienced drafters and reviewers drafting parts of EU project proposals, bids, studies, surveys, analyses, policy action plans, needs and requirement analyses, educational resources, etc. Day-to-day tasks may include one or more of the following:

- Survey bodies of technical literature, understand and solidly summarize the state of the art on the issues investigated.
- Design and/or carry out evidence collection (e.g. questionnaires, case studies, statistical data).
- Communicate with and collect evidence and input from stakeholders, partners, authorities and colleagues to formulate a balanced analysis taking into account the policy and technical considerations of the main stakeholders and funding authorities.
- Draft reports explaining complex concepts in structured, clear and precise language for EU policy stakeholders.
- Contribute to the drafting of proposals for EU programs funded by EIB, DGs Regio, Grow, Eac and Rtd.

Candidate profile:

- University degree and post-graduate studies in relevant disciplines. A PhD will be considered a strong asset.
- At least 2 years proven work experience in (a) job(s) that involved a fair amount of technical writing in English.
- Ability and inner interest to study, research, learn new subject matters and explore new knowledge.
- Ability to understand, digest and synthesize large amounts of complex information under short deadlines.

We offer:

- Pay range: 1,100-1,900 €. Individual offers will be based on specific background, skills, and relevant experience.
- Substantial learning, personal and professional growth.
- Career development opportunities and growth within the organisation.
- Opportunity to work with (and learn from) experienced senior colleagues and cutting-edge knowledge organisations and businesses from across Europe.

If you are interested, send your CV and cover letter by quoting the vacancy code to: jobs@exelia.gr
Please note that only shortlisted candidates will be contacted.