

## EU project manager PROMISS

Do you have experience with project management of EU funded research projects, and would you like to work in an international team of researchers on the Prevention of Malnutrition in Senior Subject in Europe?

**Location:** AMSTERDAM

**FTE:** 0.8 (scale 10)

**Duration:** temporary position until October 1<sup>st</sup> 2021

### Job Description

We are looking for an enthusiastic and well-organized project manager, who will be the local contact person for internal and external communication within the PROMISS Project Office at the Department Health Sciences. You will coordinate the project including (timeline, deliverables, milestones) and provide proactive administrative support to the coordinator and to the consortium partners. You will organize and support meetings, check and monitor budget expenditures both at project and partner organizations' level and assist in the preparation and writing of a detailed final progress report to the EU. For more information on the PROMISS project, please visit our website: [www.PROMISS-vu.eu](http://www.PROMISS-vu.eu)

### Your tasks

- Coordination of the PROMISS projects' timeline including deliverables and milestones
- Proactive administrative support to the coordinator and to the consortium partners
- Organize the final consortium meeting, executive board meetings and partner meetings
- Check and monitor budget expenditures both at project and partner organizations' level
- Assist in the preparation and writing of the final detailed progress report to the EU.

### Requirements

- Experience in project management with international partners in an academic environment
- Academic degree in a relevant area (e.g., health sciences, nutrition)
- Excellent communications skills in English, both written and verbal
- Affinity with scientific research in the field of health sciences
- Well-structured and pro-active working style

### Application

Are you interested in this position? Please apply and send your curriculum vitae and cover letter to [PROMISS.PO@vu.nl](mailto:PROMISS.PO@vu.nl) until **November 13<sup>th</sup>, 2020**.

### Vacancy questions

If you have any questions regarding this vacancy, you may contact:

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Position: Coordinator PROMISS

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