

Recruitment: Project Implementation Officer – European Universities Alliance "Challenge-EU"

Universidade Europeia is seeking a highly qualified Project Implementation Officer to lead the implementation and execution of the European Universities Alliance – "Challenge-EU", an ambitious initiative in partnership with 9 institutions across Europe.

Main Responsibilities:

- Planning, scheduling, and monitoring the activities outlined in the project.
- Promoting sectoral dialogue with national authorities and other relevant institutions, multilateral and bilateral cooperation agencies, the private sector, and all other stakeholders in areas of interest for the Alliance.
- Contributing to the preparation of project evaluations and audits.
- Analyzing and assessing the project results and their impact.
- Implementing quality control mechanisms for the project and its outcomes.
- Supporting information and communication activities related to various Alliance policies.
- Producing and presenting project results at workshops, seminars, conferences, and other public events.
- Developing and implementing policies on equality, diversity, and inclusion within the project.
- Managing the project's financial aspects, ensuring efficient resource allocation and compliance with financial regulations.
- Advising on the harmonization of academic processes among partner institutions.
- Providing guidance in the creation and planning of micro-credentials and joint course development.

Desired Profile:

- Solid experience in managing large-scale projects, with international experience being a plus;
- Advanced knowledge of inclusion, diversity, and equality policies;
- Financial management skills, preferably in the context of EU-funded projects;
- Strong networking skills and ability to coordinate multicultural and multidisciplinary teams;
- Prior experience in academia will be highly valued;
- Excellent communication skills and fluency in English (written and spoken);
- Willingness to travel.

Academic and Professional Requirements:

- Bachelor's degree in Engineering, Economics, Management, Psychology, or related fields (Required);
- Master's degree relevant to the role (Required);
- Proven knowledge of Project Management;
- Over 2 years of professional experience.

We Offer:

- The opportunity to work on an innovative and high-impact project involving renowned universities across Europe;
- A dynamic and collaborative work environment with international partners;
- Competitive salary;
- Fixed-term contract, up to the maximum project duration (48 months);
- 40-hour work week, with hybrid work options;
- Start date: 01/01/2025.

How to Apply: Send your detailed CV, copies of your qualifications and the training mentioned in the CV, 2 reference letters, and a cover letter by 04/11/2024 to research@universidadeeuropeia.pt, with "Challenge.EU Project Manager Application" in the subject line.

Join us on this journey to drive innovation and collaboration in European higher education!