

Digital Skills and Jobs Project Manager

European Schoolnet is looking for a **Digital Skills and Jobs Project Manager** (Ref. DigCi-PM2020-2) to strengthen the project team within the Digital Citizenship Department in charge of running the European Digital Skills and Jobs Platform contract¹ which has recently been awarded to European Schoolnet by the European Commission.

MAIN TASKS:

The successful candidate will take up an important project management role in the Digital Skills and Jobs Platform project, in close collaboration with the Project Director and the Project Operational Manager, while reporting directly to the Head of the Digital Citizenship Department.

Main tasks will include:

- To steer and provide guidance to the EUN project team in charge of the project, working with a diverse range of senior and junior profiles in the office as well as a number of internal and external consultants.
- To ensure a smooth development and management of the Digital Skills and Jobs Platform contract, coordinating effectively the work of the project consortium, consulting the client (i.e. the European Commission) whenever necessary.
- To organise and administer a range of project governance and management bodies, as well as various types of progress and working meetings with internal and external partners, covering a range of strategic and more practical aspects, including agenda, presentations, minutes, logistics, etc.
- To draft a range of interim and final progress reports, while ensuring proper input from team members, partners and subcontractors.
- To coordinate the timely production and submission of all project deliverables, while securing high-quality standards in the production of the related outputs.

¹ The Platform for Digital Skills and Jobs will support the future skills pillar of the Digital Europe Programme, providing a single point of access on digital skills for anyone interested in digital skills training offers/traineeship, good practices, skills intelligence/data, training resources, funding opportunities, news and events. More information about the contract is available at <https://ec.europa.eu/digital-single-market/en/news/european-digital-skills-and-jobs-core-service-platform-one-stop-shop-digital-skills>.

- To propose clear targets and put in place and implement a monitoring, quality assurance and risk management system across all work packages and teams, in line with commitment made already in the proposal phase, while planning and keeping the overview of how staff and operational resources are being allocated across partners and activity lines.
- To be the first point of contact for contractual, financial and more technical queries, in close and continuous dialogue with the EUN Finance and Project Support Teams, the EUN Internal Auditor, and the EUN Technical Team Manager.

PROFILE, SKILLS AND QUALIFICATIONS

- At least five years of work experience in managing large international projects of at least EUR 300 000, preferably with an IT component, while having substantial experience leading project team(s) of at least 5 persons.
- A good understanding of the digital skills and jobs domain, including areas such as digital skills for the labour force, digital skills for ICT professionals, digital skills in education, and so forth.
- An interest in cutting-edge digital technologies such as artificial intelligence, high-performance computing, cybersecurity and blockchain.
- An affinity with the various relevant stakeholders active in the digital skills and jobs ecosystem, including National Coalitions for Digital Skills and Jobs, but also the wider community of relevant stakeholders, such as enterprises, SMEs, education providers, digital innovation hubs, cyber security centres, etc.
- A masters' degree preferably in management/business or in social sciences/education/applied economics or similar, with a strong and demonstrable motivation/interest to work on project management (costing, budgeting, reporting and monitoring).
- Excellent organisational skills, structured approach and time management.
- Excellent understanding of IT tools, in particular Microsoft Excel and Word.
- Fluent knowledge of English (working language is English).
- Good writing skills.
- Good interpersonal skills.

- Background in EU funding programmes is a plus.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

USEFUL INFORMATION:

Duration: 12 months, renewable

Deadline for applications: 25/09/2020

Benefits: competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia.

Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to jobs@eun.org by 25/09/2020. The motivation letter should show how your background and interests fit the tasks planned for this profile. Please make sure to include the correct vacancy reference (**Ref. DigCi-PMC2020-2**) in the subject of the email and file names.

PLEASE NOTE:

- Interviews will take place as soon as possible. Due to the current Covid-19 situation, this will happen at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.