

Assistant Program Coordinator to EERA JP Smart Grids

The EERA-European Energy Research Alliance Joint Programme (JP) on Smart Grids is recruiting an assistant to support the JP Coordinator in the management of the Programme activities. The position includes responsibilities related to planning, implementing and assessing activities carried out in the framework of the Joint Programme, in the field of Smart Grids development and deployment. The role requires technical or scientific background in the field of energy, sound communication and organizational skills, ability to draft reports.

The ideal candidate is a post-doc in Engineering, self-motivated and able to multi-task, fluent in English. The initial contract is on a 2 year-term duration, with a possibility of extension based on performances and capabilities. The position is also intended for candidates who wish to start a career as Project Manager in the energy sector. The post is based in Milan (Italy).

The European Energy Research Alliance Joint Programme on Smart Grids (EERA JP SG)

The European Energy Research Alliance (EERA) is the largest network on low carbon energy research in Europe, representing the research pillar of the EU SET-Plan. It is an alliance of European public research centres and universities that brings together more than 175 members from 27 Countries. Actively working together EERA members build on national research initiatives by aligning and coordinating research activities on the basis of common research agendas. EERA is structured in 17 Joint Programmes covering research in different areas of Energy: materials, technologies and systems including policy and social aspects, aligned with the priorities for low carbon technologies defined in the SET-Plan

The Joint Programme on Smart Grids has been officially launched in 2010. Coordinated by RSE and ENEA from Italy, the JP operates by means of an extended cross-disciplinary cooperation involving several research organisations with different and complementary expertise and facilities, addressing in a medium- to long-term research perspective, one of the most critical areas directly relating to the effective acceleration of smart grid deployment: smart grids technology, its application and integration.

Key Responsibilities

- Support JP Coordinator on daily tasks
- Management of relevant programme timelines
- Plan, implement and evaluate programme framework
- Function as key link between sub-programmes, ensure knowledge exchange
- Maintain on-going contact with program participants and monitor their progress towards the completion of program requirements, providing support as needed
- Create and maintain filing systems for inter-office documents: (archives, files, correspondence and other records)
- Support financial department with budget allocation and resource mapping
- Perform additional office related duties / assignments as requested.

Core qualifications needed:

- Have a University degree or equivalent (Master's level preferred) in a relevant field of energy R&D (grid aspects are preferential)
- Project management skills
- Fluency in English, both written and spoken language; Italian language is an asset
- Excellent interpersonal and communication skills
- Desire to work in a fast-moving, international research environment
- Proven experience in MS Office applications and website editing

The candidate shall be legally entitled to live and work in Italy.

What we offer:

- Short-term contract for an initial duration of 2 years, with prospects of extension
- Gross salary of approximately EUR 35.000,00 per year

The post is based in Milan (IT), c/o RSE, and entails frequent business travels, mainly within Europe. Flexibility in working time requested.

How to apply:

In order to apply, please send your CV and motivation letter to: **Alberto Di Filippo**, Head of HR Department at RSE (alberto.difilippo@rse-web.it) no later than **12th of August, 2016**. (All documents should be sent in PDF format).

Short listed candidate will be invited for a hearing in the period 29th of August - 2nd of September, 2016, with the successful candidate commencing work no earlier than October 1st and no later than December 2016.

Additional information:

Rachele Nocera (EERA Secretariat): rachele.nocera@enea.it

Mihai Calin (JP Smart Grids): mihai.calin@der-lab.net