

Proposal & technical reports writer – EU funded projects (Ref: WRI2510)



Background: Sciences, humanities, economics

Location: Chalandri, Athens

Job type: Permanent, full-time position

PROMEA is a strategic partner for European public administrations, knowledge organisations, economic actors, and civil society stakeholders. PROMEA provides one-stop shop services to enable its clients to nurture European-wide collaborations for policy cooperation and knowledge development. Key focus areas of work include policy adaptation to climate change, innovation, transformative investment policies, competitiveness, inclusion, environmental awareness, and vocational training on climate crisis policies. PROMEA conceives, develops and coordinates the implementation of European projects to address these challenges, linking knowledge, policy, training and business organisations.

As a proposal and deliverables writer, you will draft contributions developing impactful projects & policy-oriented deliverables in the areas of territorial cooperation, training and R&D innovation.

Job description:

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 3 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.

Offered:

- Competitive salary and benefits package.
- 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.

Did we spark your interest? More information on our projects?

Take a look at our website: <http://www.promea.gr> and send us your motivation letter and CV: jobs@promea.gr

Please note that only shortlisted candidates will be contacted.