Project Management Support Officer  
Interim position in Brussels  
Clean Aviation Joint Undertaking

Clean Aviation Joint Undertaking is looking for candidates to join the Project Management Unit on a full-time interim contract (6-month to start, with possibility of renewal) to start in January or at the latest February 2024. Clean Aviation JU is located in Brussels and this position requires presence in the office. Deadline 15/1/2024.

The ideal candidate will have:
- University degree
- Excellent English
- Experience in research and development fields relevant for Clean Aviation JU (i.e. Aeronautics, Space, Automotive, or similar)
- Experience in project management, being IT project management a plus.
- Excellent MS Office IT skills, demonstrable high levels of competence in MS Word/Excel/Powerpoint/PowerBI.
- Good communication skills.

Tasks - support the Project Management Unit in:
- Manage the PLANES (CAJU Programme Management Tool) user group:
- Interfacing with our partners to collect, analyse, track and resolve their queries about the tool usage and processes;
- Selection of items/issues to pass to IT developer for resolution of queries;
- Support the negotiations with IT developer and the definition of the roadmap for tool modules development and contract obligations follow up such as acceptance criteria;
- Preparation of supporting material/workshops on user experience for our partners;
- Consistency checks of the dashboard and data included by partners in the tool, preparing reports and presentations where needed;
- Provide support to Project Officers in processing progress reports and cost claimed;
- Monitor the timely and correct receipt of financial, technical and administrative information from beneficiaries;
- Provide analysis as concerns cost, schedule, quality of project output and provide timely reports and dashboard information on project execution;
- Draft assessment report of projects, including technical and financial assessment and advise to the project officer about acceptance of costs claimed;
- Monitor the dissemination plans and dissemination activities of beneficiaries;
- Support to transversal Clean Aviation Thrust monitoring: desk review of ongoing research activities to proper monitor transversal elements, also including analysis of previous research and innovation activities in terms of results achieved, state of the art reached, and implementation/exploitation scenarios. Efficient analytic skills and ability to provide synthetic summary will be needed.

Candidates can send their CV and motivation letter to recruitment@clean-aviation.eu