



qmetric | HR Solutions is currently recruiting, on behalf of **Q-PLAN INTERNATIONAL**, for the position of

EU Research and Innovation Policy Analyst

The company

Q-PLAN INTERNATIONAL is an innovation and management consulting firm based in Thessaloniki, Greece. Since 2000 the company has been providing management consulting and research services to private sector companies as well as to several Directorates-General of the European Commission and other EU institutions and agencies (e.g. DG MOVE, DG Research, CEDEFOP, EASME, etc.).

The position

The successful candidate will be a member of the Research and Innovation Policy Unit and will be based in Thessaloniki. S/he will primarily be involved with:

- The identification and investigation of EU research opportunities:
 - explore and review tender opportunities in Greece and Europe overall;
 - conceptualisation and design of new projects;
 - identification of relevant Greek and international organisations and establishment of appropriate consortia;
 - preparation of technical and financial parts of new bids;
 - communication with partner organisations during proposal preparation; and
 - overview of the tendering process until submission of proposal.

In addition, the **Research and Innovation Policy Analyst** will contribute to the implementation of the studies and projects awarded, in the form of:

- Project management activities of current projects elaborated by our team, including day-to-day management (i.e. contact with partners, follow-up on tasks elaboration, scientific review of deliverables, etc.);
- "Direct" technical work for the preparation and elaboration of deliverables, including analysis of quantitative and qualitative information, organisation and conduct of collection of qualitative information, synthesis and extraction of conclusions and formulation of policy recommendations; and

- Setting and participating in meetings and networking activities with local and international partners and collaborators to assess projects' progress and plan further work.

Your profile

In order to be able to successfully carry out the duties of the job, you should possess the following:

- MSc in Business, Social Sciences or STEM (Science, Technology, Engineering and Mathematics).
- 2 to 5 years of relevant work experience in the field (Horizon2020, Projects or Studies awarded via public procurement procedures)
- Excellent knowledge of English, both verbal and written.

We are interested in profiles with:

- Multi-tasking abilities (ability to work, in parallel, on different tasks and domains within specific deadlines, ability to prioritise tasks, etc.)
- Attention to detail
- Interest in exploring new scientific and policy topics
- International experience and ambition (e.g. willingness to co-operate with multi-national teams, availability to travel abroad, etc.)
- Excellent communication and networking skills (e.g. presentation skills, competence in expressing complex ideas in writing, knowledge of French or German is a plus).

Our Client offers

In case you are selected for the position of **EU Research and Innovation Policy Analyst**, you will have access to the following:

- Competitive compensation matching the selected profile
- Opportunity to develop substantial professional and research skills that will serve the selected candidate throughout her/his career
- Career prospects reflecting successful progress and specific talent feats
- Flexibility in working conditions (blend tele-working with office).

Are you interested?

If so, please click [here](#) to submit your application.

Our company treats each application with strict confidence and is fully complied with EU General Data Protection Regulation.