

ESTEP is a non-profit European Association managing and implementing the Clean Steel Public-Private Partnership, an instrument of the European Commission's programme for research & innovation, Horizon Europe. ESTEP represents the European steel value chain and the research & innovation interests of more than 60 members (companies and research & technology organisations). ESTEP consists of two departments: The technology platform and the Clean Steel partnership (CSP).

ESTEP is looking for a:

Project Manager (M/F)

The entrusted services include:

- Daily management of projects of ESTEP¹
- Prepare, coordinate and follow-up on the work of the decision-making bodies of the association (i.e. the Board of Directors, the General Assembly)
- Develop and implement projects of ESTEP in terms of:
 - management of the project between the partner through activities such as meetings & conferences, preparation of the progress report, deliverables, etc.
 - organisation of internal and external activities, including communication and dissemination
 - management of resources, budget
- Develop and support the implementation of technical standards and norms. ESTEP aims to increase its activities towards norms and standards while the final step remains with the existing national bodies.
- Management of and support to the internal technical Focus Groups of ESTEP; work closely together with the chair of the Steering Group to ensure complementarity between the technical expertise and the objectives of ESTEP
- Contribute to the content development in view of the Horizon Europe and RFCS calls.
- Identify links with other supporting initiatives / instruments, connect and design activities that would enhance the (technological, political, economic and social) impact of the projects; design strategies to connect, support and impact other European and national policy initiatives related to the scope and objectives of the Clean Steel Partnership and the steel industry's low emissions objectives more generally; conduct respective negotiations with representatives of the European institutions and Member States at high or working level accordingly, in close coordination with similar activities executed by the relevant committees and working groups of ESTEP.
- Represent ESTEP in external events, conferences and other activities related to the projects

¹ ESTEP projects include projects, actions, and tasks, which are created and driven by ESTEP and its members as well as EU-funded projects, in which ESTEP is involved. The latter comprises in particular projects in the frame of the EU Clean Steel Partnership and Processes4Planet.

Experience and qualifications needed:

- Engineering Degree with an affinity for new technologies
- Minimum 3 years' experience within industry
- Sound experience in EU-funded projects (e.g. more than 3 years and/or 3 projects)
- Close familiarity with the steel industry (and ideally their challenges and research & innovation needs both in production processes and steel applications)
- Close familiarity with the European Commission's Research & Innovation Framework Programmes, in particular: RFCS, and Horizon Europe (desired)
- Excellent organisational and administrative skills
- Excellent analytical, strategic, communication and writing skills
- Independent, dynamic, flexible, pro-active, open-minded and result-driven
- The ability to work autonomously and perfectly manage time and priorities
- Ability to work under pressure and to tight deadlines;
- Able to multitask and take initiatives
- An easy-going personality with a friendly, professional and helpful attitude
- Excellent command of written and spoken English; additional languages are an asset

Tenure

- Employment for an undetermined period according to Belgian law. Secondment is also possible.
- The start of engagement: as soon as possible and the latest by 01/06/2023.

Location

- The position is based in the ESTEP offices in Brussels, Avenue de Cortenbergh 172. (Hybrid workplace)

ESTEP offers an attractive package based on your experience and the prospect of growing a strong network at the interface between policy makers and several key industrial sectors in Europe.

The successful candidate is expected to start as soon as possible.

Please send your cover letter, CV and references by 25 March 2023 eob, to Dr. Klaus Peters (klaus.peters@estep.eu).

Please note that only candidates invited for an interview will be contacted.

For more information on ESTEP, please visit our website www.estep.eu