



Internship offer:

"EU Project Management Assistant: Support in Horizon 2020 Project Implementation and Project Proposal Development (Internship)"

Internship announcement: February 4, 2019

Deadline for applications: February 15, 2019

The "Research Policy & Development" department of the Centre for Social Innovation (ZSI) is currently seeking an intern to perform the role of an **EU Project Management Assistant**. We are a team of 25 experts active in international collaboration projects which works to strengthen Europe's Research, Technology, Development & Innovation (RTDI) cooperation with partner regions. We offer hands-on insights into the field of EU project management (EU Research Framework Programme) and the chance to be part of an international consortium working on joint-RTDI collaboration projects.

The selected intern will assist the head of department in **any activities related to the acquisition and implementation of new EU funded projects** in the field of research, technology and innovation.

Place of employment: Zentrum für Soziale Innovation GmbH, 1150 Wien, Linke Wienzeile 246

Start date: March 4, 2019 (duration of the internship: 6 months)

Hours of work: 40 h/week

Wage (gross): EUR 1.009,52.-

Tasks:

- Support in project implementation and in project proposal development
- Support in the implementation of ongoing EU funded projects
- Support in the preparation of new project proposals in the areas of open science, open access and RRI
- Performing both organisational and methodical/analytical tasks
- Support in the preparation and submission of project deliverables

Profile:

- University degree in Social, Political or Economic Sciences (MA-level)
- Excellent skills in German and English
- Strong experience in MS Office programmes
- Strong experience in the management of CMS for websites, in particular *WordPress/* implementation of the learning management system *Learndash*



ZENTRUM FÜR SOZIALE INNOVATION

CENTRE FOR SOCIAL INNOVATION

- Skills in graphical editing software, such as Adobe Illustrator, Acrobat, MS Publisher and in the use of social media are an advantage

Please send your completed application, including a cover letter (concise, maximum 1 A4 page) and a CV in German or English by **February 15, 2019**, via e-mail to Mr. Philipp Brugner (brugner@zsi.at) (subject: EU Project Management Assistant - Internship.)

Interviews for this position will take place on February 19 at ZSI GmbH.