Project Officer

The European & Developing Countries Clinical Trials Partnership (EDCTP) is a non-profit organisation with a European office in The Hague, The Netherlands and an African office in Cape Town, South Africa. EDCTP is a partnership between European and African countries to accelerate the development of new clinical interventions such as drugs, vaccines, microbicides and diagnostics against poverty-related diseases in Africa. The organisation supports clinical trials, capacity strengthening and networking in Africa and Europe. The EDCTP2 programme is implemented as part of the European Framework Programme for Research and Innovation, Horizon 2020. Visit www.edctp.org for more information.

We are looking for a Project Officer to be based at the EDCTP office in The Hague. The Project Officer will be a member of the Calls and Grants team and will be responsible for the management and development of EDCTP’s funding portfolio, including managing the external peer review of applications submitted to EDCTP, contract negotiation, monitoring and evaluation of EDCTP projects, as well as contributing to EDCTP’s funding strategy, policies and publications.

Duties and responsibilities

The duties and responsibilities of the Project Officer will include:

- Managing EDCTP calls for proposals via EDCTP’s online grants management system. This will include:
  - Managing the peer review process through liaison with applicants, external experts and committee members
  - Preparing and providing feedback to applicants
  - Providing all necessary technical and administrative support to the Calls and Grants team to ensure timely delivery of operational activities
  - Working in collaboration with EDCTP’s Finance department and Legal Officer to ensure timely signature of grant contracts.

- Monitoring project progress and outcomes. This will include:
  - Maintaining oversight of EDCTP projects in a given scientific or thematic area within EDCTP scope
  - Reviewing, in collaboration with the EDCTP finance department, the interim and final reports of EDCTP funded beneficiaries to ensure timely delivery of contractual milestones and deliverables
  - Participating in site visits and technical audits of EDCTP projects
  - Collecting and analysing outputs and outcomes from EDCTP projects
  - Liaising with the EDCTP Communications department to promote EDCTP achievements.

- Contributing to EDCTP funding strategy and policy, including:
  - Keeping abreast of key scientific advances and policy development in the EDCTP remit
  - Drafting papers, briefings, reports and other documents, as required
  - Developing and maintaining relationships with EDCTP grant holders and other stakeholders, in order to encourage and promote partnership with EDCTP
- Working with other EDCTP teams to achieve EDCTP objectives and deliverables
- Undertaking any other duties that may be required from time to time.

Person specification

- A PhD or Master’s degree in a biomedical discipline related to EDCTP
- Project management experience, preferably in research management
- Demonstrated knowledge of the scientific advances and developments in the EDCTP remit
- Excellent IT skills including competence in Microsoft Office, data analysis and databases
- Excellent verbal and written communication skills in English
- Experience in writing scientific and/or policy documents and reports
- Able to work in a matrix structure, managing a range of tasks and projects
- Strong planning and organisational skills
- Highly adaptive team player.

Salary scale
CDCTP offers a competitive salary package commensurate with experience and qualifications.

Employment conditions
This is a one-year fixed term appointment. The employee will be based at the EDCTP Secretariat in The Hague, Netherlands. Applicants must have a valid working permit in The Netherlands. The EDCTP Secretariat is characterised by a multicultural work environment and English is the working language.

Applications
Applications including a letter of motivation and CV should be submitted to: recruitment@edctp.org by midnight (CET) Friday 28 February 2020. Please include the job title in the email subject line.

Interviews are provisionally scheduled to take place on Tuesday 10 March 2020. Applicants are requested to indicate in their application letter if they are not going to be available on that day. Please note that only shortlisted applicants will be contacted for interview. If you do not hear from us within 12 weeks of the closing date of this advert, please consider that your application has not been successful on this occasion.

Protection of Personal Data
EDCTP is committed to protecting your privacy. We take every precaution to protect the information you provide. The data you provide will be processed for the purpose of the recruitment procedure and will only be accessed by persons who need to do so for this purpose. Your data will be kept in our system up to one month after the completion of the recruitment procedure (should your application be unsuccessful). For further information or exercise of your rights (such as the right to access, or the right to correct your data, please contact Human Resources at recruitment@edctp.org.