

DESCRIPTION

Mandat International is looking for an **enthusiastic and qualified researcher with strong skills in project submission and support for management, as well as with an excellent level of English**. We offer a multi-disciplinary and highly stimulating work environment where you will be working in close cooperation with top research teams, industry professionals, and other stakeholders. Mandat International is based in Geneva and offers remote and flexible work opportunities, part time or full time.

DUTIES

- **Support the preparation and submission and management of European research projects.**
- **Participate in research activities**, including writing of reports and deliverables.
- **Support projects communication, outreach, and dissemination.**
- **Monitoring and reporting on projects' progress, KPIs, and achievements.**
- **Monitoring and mitigating risks.**
- **Writing reports and deliverables.**
- **Organising and documenting project meetings and events.**
- **Contacting and engaging with journalists, media, and partners as required**
- **Writing, reviewing, and editing deliverables in English**
- **Participating in research activities** and supporting the preparation and submission of new research proposals

REQUIREMENTS

Essential:

- **Master's degree or equivalent**
- **Excellent level of English (C1)**, both written and spoken
- **Experience in project management**
- **Strong interest in international cooperation and innovative technologies**
- **Capacity to work autonomously** and in a team
- **Sense of responsibility and strong attention to details**
- **Mastering MS Office (Word, Excel and PowerPoint)**
- **Proficiency for collaborative editions (Google Drive, MS SharePoint, etc.)**

For administrative reasons related to the funding of the position, the candidate must be officially domiciliated and living in Switzerland.

Desired (not required but a plus):

- PhD
- German, French, Italian, and Latin
- Prior experience working with European research projects
- Education in law or international relations
- Interest in new technologies

BENEFITS

- Flexible work time and possibility to work remotely
- International environment
- A stimulating, startup-like, cross-disciplinary team
- Opportunities for turning research into impactful applications and services

APPLICATIONS

By e-mail to proposals@mandint.org with **one merged PDF** of the following:

- CV
- Motivation letter
- Copy of diplomas
- Transcript of marks/records obtained during the last year of study.
- Sample of English publications/portfolios/prior posts

Only successful candidates will be contacted.