



Forever Open Road (FOR) and FORx4 **PROGRAMME DEVELOPMENT MANAGER**

Seconded to the FEHRL Office

–

IMMEDIATE NEED

Minimum duration 12 months in Brussels at the FEHRL offices - Brussels

Overview:

To support the development of the innovative transport infrastructure research programme under FEHRL. This will require liaising with FEHRL members and partners in the framing of research priorities, coordination of projects and development of proposals. This will additionally, require supporting the FEHRL Office in the promotion and knowledge transfer activities to position FOR/FORx4 as the major transport infrastructure programme.

Based in Brussels, the secondee will work in close collaboration with the Secretary-General and the FEHRL team.

Conditions:

The lending institute will be responsible for all salaries, taxes and personal costs.

The FEHRL Office will provide accommodation and pay for professional travels associated with the tasks required.

Where possible, the FEHRL Office will include the seconded staff into on-going and planned research proposals allowing some staff costs to be reimbursed to the institute.

Profile

The required staff shall be engineer, scientists or researcher with at least one year experience. International cooperation in EU programmes would be a considerable advantage. They will be a hard working team player and with excellent English knowledge in writing and speaking

Principal tasks

1. Supporting the portfolio of Forever Open Road and FOR x 4 programme projects
2. Proposal Development
3. Supporting working groups
4. Knowledge transfer activities
5. Various

1. Support project portfolio of Forever Open Road programme,

- structuring the project descriptions to have the Forever Open Road label.
- contacting the contributing organizations to get all the complete details.
- developing a "customer management system" (cms)
- scanning several organizations/publications/etc. for other possible FOR projects.

19/10/2012

2. Proposal Development

- seeking for relevant calls
- organising call workshops
- liaising with the call partners
- preparing, updating and finalizing the proposal document

3. Working group(s)

- organising meetings
- taking minutes
- giving technical inputs for the road maps
- scanning new techniques that could be included
- contributing to the writing of the roadmap
- looking for new contacts at the EU and specialists

4. Knowledge transfer activities

- organising relevant workshops
- helping in disseminating relevant information through different media
- helping to find new contacts
- supporting in upgrading the Knowledge Center when relevant

5. Various

- attending relevant internal, external and project meetings
- attending relevant conferences related either to transport policy in general or specifically to some research topics

If you relish the prospect of joining our team, please send your full CV together with covering letter to Isabelle.lucchini@fehrl.org