

The National Centre of Competence in Research “MARVEL: Computational Design and Discovery of Novel Materials” at the Ecole Polytechnique Fédérale de Lausanne is looking for a

Program Manager

80% – 100%

The position will be under the supervision of the NCCR director (Prof. Nicola Marzari) and in collaboration with the Scientific Manager (Dr. Lidia Quattropiani) and will be supported by an administrative assistant and a financial assistant dedicated to the Centre.

Core activities:

The Program Manager will be in charge of the overall management and communication efforts of the NCCR, and will provide supervision on the budget and finances.

Detailed job responsibilities:

- Communication and public relations for the NCCR (conceptual work, website, internal and external communication, media relations), in close collaboration with the Scientific Manager
- Organization of scientific, educational, and management efforts (meetings, conferences, schools, public events), annual review activities, site visits
- Data dissemination and knowledge and technology transfer
- Liaising with the institutions and the industries participating to the NCCR, and networking with international leading universities and companies
- Communication between the NCCR, EPFL offices, and the Swiss National Science Foundation
- Coordination of NCCR logistics and infrastructure at EPFL
- Supervision of budget and finances: monitoring allocations and financial reports submitted to the SNSF
- Preparation of documents and presentation material for the NCCR

Requirements:

- Master level education
- Excellent communication skills, written/spoken English and French
- Excellent organizational skills and capacity to manage complex, multiple tasks
- Ability to work in a team

In addition, any of the following would be desirable qualities

- Familiarity with current web technologies or trends, content management systems
- Interest or background in science and technology
- Experience in management of large projects, preferably with academic partners, or in public relations and communication

We are offering

- Excellent working conditions in a dynamic, interdisciplinary and international working environment
- Further opportunities for educational or professional growth

Work location: EPFL, Lausanne

Start date: available now

Deadline for application: December 15 2014

Activity rate: 80% - 100%.

Duration of contract: 1 year, renewable

Applicants should submit a motivation letter and a detailed CV (including the names and emails of three references), in PDF format to lidia.quattropani@epfl.ch and nicola.marzari@epfl.ch. Please use "MARVEL Program Manager" in the subject field, and name the two attachments "Surname_PM_Motivation.pdf" and "Surname_PM_CV.pdf"