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Company Description

IANUS Consulting Ltd is a SME that conducts research in the security domain, develops innovative solutions, and provides consultancy and management services to its clients in both the public and the private sector.

Technical Proposal Writer

Location: Argyroupoli, Greece.

Short job description:

The **Technical Proposal Writer** is in charge of leading proposals efforts, from concept to presentation. You will work in a fast-paced, cross-discipline, collaborative environment involving internal stakeholders and external teaming partners.

IANUS Consulting is seeking a Technical Proposal Writer, with experience in the development of proposals under the European Program for research, related to the broader area of Secure Societies and Humanities. Candidates will be preferred if they have knowledge of European funding sources and they can engage with partner organizations and funding bodies. Candidates should be graduates of technical disciplines of well-established European Universities. Other exceptional candidates from recognized institutions are also welcome.

Job Role & Key Responsibilities

As a **Technical Proposal Writer**, you will focus on European funded initiatives in the compilation of proposals in Horizon Europe Programmes, including building networks, fostering communication and initiating collaborations between IANUS and R&D communities and you will undertake the following main activities and responsibilities:

- Monitoring of suitable European innovation dedicated funding schemes;
- Establish innovation strategy and work plan for R&D proposals;
- Develop proposals for EU innovation-related funding schemes;
- Oversee the execution of the projects and contribute to deliverables;
- Manage and foster relationships with IANUS's existing partners and identify new international collaborations;

- Participate in EU-level working groups and platforms, representing IANUS strategic interests.

Job Requirements

- University degree in Science or Engineering is required. The possession of a M.Sc. and/or Ph.D. degrees is a plus;
- Knowledge of 2020 (and other, e.g., ISFP, Interreg, ENIMED, etc.) funding programmes and opportunities;
- Experience in project management/implementation;
- Existing network and connections in the broad security community;
- Availability to travel for partner meetings and events abroad;
- Proficiency level in English.

Employment Terms

The position is on a contract basis. Initially, a three-year contract will be offered, which is renewable based on performance for multiple years and beyond the scope of the assigned project (s). The gross monthly salary depends on the candidate's qualifications and experience. The executive period of employment begins as of the effective date and shall continue thereafter for a period of three (3) years. If mutually agreed between IANUS Consulting Management Team and the Contractor, the contract may be renewed under the same terms and conditions.

Personal Skills

- Creative, analytical, and organizational skills;
- Strong communication skills (written and oral);
- "Hands-on" approach together with a high commitment in respecting working deadlines;
- Ability to multitask and work under pressure;

Working with us, you will expect:

- A unique opportunity for a career in a European-oriented company and self-development.
- Attractive compensation package based on qualifications and experience.
- Youthful and professional work culture and environment.
- International and highly competitive environment in contact with leading-edge technology.

To apply for this vacancy, please send by email your CV at info@ianus-consulting.com, with the email subject matter 'TECHNICAL PROPOSAL WRITER POSITION'.

Applications will be viewed and kept in strict confidence.