PROGRAMME OFFICER
Job Description

Paris, 8 January 2024

Summary

AENEAS, an industry association established in 2006, aims at promoting RD&I to strengthen the competitiveness of European industry across the complete Electronics Components and Systems (ECS) value chain and more specifically in the field of micro and nanoelectronics enabled components and systems. At the end of 2023, AENEAS counts more than 550 members.

AENEAS mission translates into actions aimed at supporting its members, shaping funding programmes adapted to their needs and stimulating the creation of research partnerships.

In this respect, AENEAS is part of the European Chips Act implementation, representing industry in the new Chips Joint Undertaking, built as an enlargement of the EU partnership on Key Digital Technologies (KDT) under the Horizon Europe framework programme of the European Commission. It is also instrumental in the Eureka Clusters Programme ("ECP"), operating PENTA, EURIPIDES, and Xecs Clusters in the field of Electronic Components and Systems. AENEAS takes an active role in shaping those programmes and managing them.

AENEAS hosts a Scientific Council, a Technical Experts Group (TEG), a SME engagement Council supporting SMEs, and ad-hoc working groups for specific purposes, like the preparation of the Strategic Research and Innovation Agenda (SRIA) or the contents of Calls for proposals.

AENEAS also participates directly in specific projects or initiatives supporting its community, related to the global environment (cf. ICOS CSA) or the challenges in employment (cf. 2023 Summer School and the European Chips Skills Academy).

The new Programme Officer will be part of the Xecs Programme team, under the responsibility of the Xecs Director, and will work in close cooperation with the other teams of the association on Operations, Communications and Administrative matters as needed.

Tasks description

The new Programme Officer will participate in the Xecs team and will be in charge of specific projects for monitoring and review purposes. His / her main responsibility will be as a project officer, implementing the Xecs business processes efficiently and managing the relationship with the project participants and the funding Public Authorities. He/she will also be involved in related activities of the TEG, in the SME council, and in communication activities of the Xecs team, like webinars, events, social networks, etc.

In details:

- **Call and Project Management**

  - *Project Submission*
    - Assist consortia in project initiation and preparation
    - Support the Project Leaders on their proposal(s) submission
    - Use the web-based information system to keep track of the running projects.

  - *Project Monitoring*
    - Set up calendar for the monitoring of projects, coordinate meetings preparation with Project Leaders and reviewers and attend all review meetings, particularly onsite ones
    - Support the Project Leaders in all tasks related to project reporting and Change Requests, in particular with respect to the webtool
    - Support Public Authorities in system access, use, analysis and reporting
    - Participate in Technical Expert Group meetings and Public Authorities meetings as required
    - Support communication related to project information to the Project Leader(s) and Public Authorities.

  - *Reporting & Impact*
    - Manage the reporting and impact assessment after project completion
    - Contribute to the required Key Performance Indicators
    - Contribute to programme analysis and reports as needed.

- **Business Process and database management**
  - Ensure that project information is properly updated in the webtool
  - Contribute to the efficiency of the data base and evolution of the webtool.

- **Support Activities**
  - Contribute to Communications activities including project information, analysis, events and social networks
  - Provide information on projects and statistics/analysis as needed by the administrative team and the Xecs Director.

Necessary skills

- Project Management
- Teamwork
- Ability to work autonomously
- Fluent in English (additional language like French, German, Dutch helpful)
- Ability to understand the technical challenges of the ECS industry and translate them in simple words
- Good communication skills, oral and written, including social networks
- Diplomacy
- Ability to use Microsoft Office and other digital and online tools.

Background and experience

- A level of education corresponding to completed university studies attested by a diploma
- Experience in working with or in collaborative research & innovation projects, preferably in the domain of electronic components and systems or adjacent industries (but not exclusively).

Terms & Conditions

The position is a full-time role, based in Paris. It requires presence in the AENEAS Office in Paris a few days per week (3 days, except when traveling elsewhere), with teleworking the other 2 days. This may evolve subject to AENEAS Management decision. The position will involve traveling, mostly in Europe. Contract conditions will comply with French regulations.

How to apply: please send your Curriculum Vitae and covering letter to the AENEAS Director General, Caroline Bedran at bedran@aeneas-office.org.

Xecs   Penta   ΣURIPIDES²