

Job Advertisement

To strengthen human capital, Fraunhofer Chile Research, in the project Salud Apícola 2020, is looking for a professional in the field of business administration, agronomic engineering, veterinary medicine or with a similar background in project management, preferably with expertise in apiculture vinculated with public policies, field research or sector specific industry associations.

Expertise, skills and competences

- Graduates, of computer science or technology
- Project management and controlling
- Management of calculation tools (Windows, MS Office, etc.)
- Ability of hierarchical planning of tasks and ability to distinguish between the relative importance of these and the fulfilment of the planned strategic objectives of the project.
- Proactive, creative and with initiative to develop activities, which lead to a better project performance.
- Commitment and motivation in the fulfilment of your tasks.
- Fluency in Castellano and English

Position, main activities and responsibilities

- Project coordination of “Salud Apícola 2020”, in accordance with the planned objectives – set up in direct collaboration with the project director.
- Correct and efficient implementation of an activity plan.
- Project administration, coordination and daily supervision of activities.
- Adjustment of a detailed work plan for the implementation of the project in conjunction with the technic coordinators of the different countries participating.
- Work closely together with the finance administrator in the project controlling and function as an intermediary between the purchase of consumables, the distribution of materials, the control of resources, their conservation, adequate use and destination.
- Management of travel booking, repayment of toll fees or loans, payed to the project executives.
- Function as an intermediary between educational institutes, administration, and the research or further, to the project related, committees and associations.
- Ensure an effective communication channel between all project’s stakeholders or persons interested in the project.
- Ensure the drafting of technical reports, budget plans and financial reports, which can be required by the customer of the project or those responsible for a better control and performance of the planned project activities.
- Inform periodically about the progress of the activities and potential difficulties, which can affect the performance within the timeframe envisaged.
- Supervise the financial accountant and other employed specialists, which are part of the project team.
- If necessary, assist in the envisaged meeting the project leaders.

- Organize consultancy, workshops and technical visits – ensuring their success.

Our department offers a market salary according to the capacities of the applicant, career development opportunities according to annual performance evaluations, an indefinite contract after a three-month probationary period, permanent exchange with the productive sector and a competitive environment.

Applicants should send their application by e-mail to desiree.parra@fraunhoferl.cl by June 20, 2018. The application must include:

- Curriculum Vitae
- Cover letter, which must contain your own career prospects and your salary expectations
- 1 letters of recommendation