

FLOSS Manuals: Project Associate Job Description

Job Position: Project Associate
Date: ASAP for 6 months (extendable to 12)
Salary: 40,000 – 43,000 EUR before deductions
Reports To: Project Co-ordinator
Works closely with: FLOSS Manuals project team
Start Date: ASAP

ABOUT FLOSS MANUALS

The FLOSS Manuals Foundation (FMF) works to bring together people to produce free documentation about Free Software. Our key strategies to achieve this are writing commissions, creation of documentation communities and Book Sprints.

Book Sprints are an innovative format based on Code Sprints but with the focus on producing documentation instead of code. A sprint brings together a group of writers, editors, and perhaps an artist and production specialist, to go from outline to published book in five days.

SUMMARY OF PROJECT

FMF recently secured a European grant to test the relevancy of the Book Sprint in the context of the composition of scientific papers and books in the field of ICT research and innovation, and to assess the benefits and shortcomings of this methodology in comparison with the traditional writing practices of the sector.

The Project Associate will be a key member of the project team, providing overall assistance to and administration of the project, as the liaison officer between the FMF project team (around 5 members), the European Commission and several project partners.

The role of the Project Associate will be to maintain good communication and consistency of the project. The PA will have a detailed understanding of the terms of the contract, finances, administration and security requirements for assuring the success of the project.

ESSENTIAL RESPONSIBILITIES

FET project work:

- Responding to the questions and requests of the partners and project team
- Surveying for and identifying potential needs or problems in delivering

- project outcomes
- Communicating regularly with EC and project team on financial and administrative issues and project reporting
- Ensuring compliance with Funders' requirements as regards: general conditions, special conditions and terms of reference of the action
- Revising work plans as needed
- Organising events, including the travel, accommodation and other needs of the participants
- Writing narrative and financial reports and ensuring they are delivered on time

Budgeting and Finances:

- Monitoring budget expenditures
- Monitoring the coherence of financial reports, and checking eligibility of costs
- Verifying receipts and filing them
- Preparing budget amendment requests
- Documenting finances for audits
- Ensuring that financial reports are issued and checked
- Ensuring that the project is in constant compliance with audit regulations

ADDITIONAL DUTIES

FET project work:

- Assisting the implementation of key project activities under the supervision of the Project Coordinator (PC)
- Establishing Memoranda of Understanding (MoU) with partners associated with the project
- Ensuring respect of the ongoing MoU with partners
- Assisting with writing the management reports of the project
- Advising on the writing of the research reports
- Assisting with producing project documentation

Budgeting and Finances:

- Work with accountant and PC to establish a project accounting system

QUALIFICATIONS

Necessary

- Experience with multi-partner projects
- Fluent written and spoken English
- Experience in finance and accounts
- Skills in using office packages, open software tools, databases
- Proactive and well organised, experience of working as part of a team and responding to changing situations

Desirable

- Experience in working on EC-funded projects and in liaison with the EC
- PR or marketing experience
- Experience with meeting EC funding requirements
- Website updating & social media strategy skills
- Working knowledge of French, Spanish, Dutch or Arabic

CONDITIONS

- Full Time
- FLOSS Manuals is decentralised, Internet based organisation so candidates can be based anywhere in the EU
- Start ASAP
- Type of contract: 6 month Netherlands payroll (expected extension to 12 months)
- Only complete applications of those authorised to work in the EU will be reviewed

APPLICATION

Please send your application files (resume in English, cover letter and the names and contacts of two referees) to mick@flossmanuals.net

Please use the cover letter to outline details of your suitability for this post and to be a part of the FLOSS Manuals team.

Deadline for applications: 10th April 2013.