



PROJECT MANAGER

Closing date: 4 January 2019

ABOUT EQUILEAP

Equileap is an organization dedicated to accelerating gender equality in the workplace, improve the position of women and contribute towards a more equitable world for all.

We are located in Amsterdam and London. Equileap researches publicly listed companies and evaluates their performance based on gender equality criteria.

We research around 3200 companies from the 23 developed economies on an annual basis and evaluate them based on a number of gender equality criteria, which are part of the Environmental, Social and Governance (ESG) criteria.

The gender equality criteria we use (Equileap Scorecard), include gender balance in company boards and senior management, fair and equal remuneration policies, provision of maternity and paternity leave, skills development programmes and safety in the workplace and more.

We use this research to provide individual Gender Equality Company Reports, the Equileap Gender Equality Global Report and Ranking ([View the 2018 Edition](#)) and the [Equileap Gender Equality Indices](#), which can be licensed for the purpose of investing in companies and portfolios that promote gender equality in the workplace.

We also produce research reports, such as [Bridging the gap. What governments, companies and investors can do for gender pay parity](#).

ABOUT THE WORK

In addition to our Global research, we constantly undertake new projects and are finding new partners to promote gender lens investing and promote gender equality in the workplace.

One of the projects we have been awarded is a project funded by the European Commission, to research 250 European companies, in 2019-2020. Other projects which are currently underway involve researching companies to create corporate benchmarks around the Sustainable Development Goals (SDG's) of the UN Benchmark.

ABOUT THE POSITION

We are seeking a project manager to support our projects, and contribute to making the workplace a more equitable place for women.

This is a position for someone with a strong interest in gender equality and ethical/impact investing and 3-5 years work experience.

The Project Manager will be splitting her/his time between at least two projects.

She/he will also be supporting the Director of Research in other project management tasks.

The Project Manager will support the administrative and financial management of the two projects, ensure project aims are met within defined time frames and will act as key liaison with project partners.

The Project Manager will be required to work at our offices in Amsterdam, will report to our Director of Research in London, and can have flexible working hours. This is a full-time position.

The Project Manager position requires good project management and coordination skills, excellent ability to keep her/his focus on specific targets as well as the wider picture, interpersonal skills, excellent verbal and written communication skills, excellent writing skills (reports), and ability to communicate deadlines and tasks amongst different teams clearly and concisely.

A very good command of English and experience in working in international contexts is required. Strong reading skills in other languages are always welcomed. Past experiences with European Commission funding is desired. Familiarity with online research, company reporting, finance and impact investing are desirable. Knowledge of Excel is essential.

Travel to conferences and/or project partners is part of the post.

RESPONSIBILITIES AND TASKS

- Personally lead and keep track of project delivery. Having a problem-solving mindset and an attitude to actively remove obstacles to the completion of a project. This includes applying a “roll up the sleeves and fix it” attitude when necessary.
- Applying project management framework throughout project life cycle, including: developing project plans; assigning responsibility and ownership of project components to stakeholders; setting clear deadlines; organizing and sequencing tasks; and managing stakeholder expectations.
- Closely lead project progress against objectives, including highlighting potential issues, and driving full-team problem solving as required.
- Effectively communicate the progress of projects across all project partners and collaborators (including senior leaders and members of the Management team).
- Embrace a learning mindset and take personal responsibility for continuous performance improvement.
- Navigate the European Commission reporting system, in order to be able to report on a regular basis on the project progress.

You will keep track of delivery of tasks and workstreams on time and inform the relevant parties in a pro-active and efficient manner.

You need to be able to understand the work of the research team, so you will also be required to undertake some research yourself.

You will have a variety of tasks and responsibilities and will be working on different workstreams. You will be invited to contribute with your ideas and knowledge in shaping the work of Equileap.

EXPERIENCE AND SKILLS

- Having completed a Bachelor in the Social Sciences, Sustainable Finance, Economics and/or Gender Studies, Sociology or having a Project Management qualification (e.g. PMP, PRINCE2).
- Excellent knowledge of Excel
- Excellent communication skills
- Excellent interpersonal and collaborative skills
- Strong coordination skills and the ability to work with a variety of stakeholders and meet deadlines without having direct authority
- Strong listening and analysis skills – asking the right questions to drive others towards delivery
- Ability to work independently, deliver to deadlines, and report back on a regular basis
- Accuracy, thoroughness and attention to detail
- Ability to prioritize, plan work activities and use time efficiently
- Good writing skills in English, ability to read/speak other languages always a plus

HOW TO APPLY

Interested candidates, please send (1) a 1-page cover letter expressing your interest and (2) a max 2-page CV by e-mail to Dr. Elli Siapkidou at assistant@equileap.org. Please state the position you are applying for clearly.

The first round of interviews will be held the week starting 14 January 2019.

We promote flexible work arrangements and welcome applications from applicants regardless of their age, sex, ethnicity, disability, or sexual orientation.

Job title: Research Manager

Hours: 40-hours a week. Contract: 2 years