



# WE'RE HIRING!

→ Mission and Project [Manager]

CAUTION  
DO NOT TOUCH  
DO NOT OPEN



WE ARE LOOKING FOR A

## Mission & Project Manager to join our team!

As a Mission & Project Manager,  
your mission is to **manage and  
coordinate our IOD/IOV missions  
as well as other R&D projects.**

You will be the main interface  
with the IOD/IOV providers and/or  
the projects' stakeholders and will  
act as the focal point for these  
missions/projects. You will be  
responsible for the on-time  
release of the required  
documentation and deliverables  
for achieving the mission/project  
milestones.



## Key responsibilities

- Project/Mission Focal point
  - Serve as primary point of contact with the provider/client during the whole mission/project execution.
  - Organize, held and conduct progress meetings and milestones reviews. Produce the required associated documentation (minutes, etc.) and derive and track stakeholder actions.
- Project management
  - Monitor the project/mission progress and ensure on-time delivery.
  - Collaborate with relevant stakeholders to address required changes to the project/mission (scope and timeline).
  - Manage project/mission risks, addressing each risk through mitigation, acceptance, or transfer as appropriate.
- Systems engineering
  - Manage system requirements and its associated documentation.
  - Define all the tasks and tests required for the validation and verification (V&V) of the requirements, and ensure its correct execution.
  - Provide Systems Engineering support for the full project/mission timeline, including generating relevant system engineering documentation.

## Key responsibilities

- PMO
  - Collaborate with the Program Manager performing PMO tasks as elaborating and tracking KPIs, resource and load management, documentation management, reporting, sprint planning and review, etc.
  - Work jointly with the Program Manager in the development of PMO tools and procedures.
  - Support the implementation of process improvements in project and mission management.

## Your team

You will be part of IENAI's **Program Management Office**, which is in charge of leading and coordinating the development of our ATHENA™ electric propulsion system, as well as our IOD missions.

## Qualifications & skills



### MUST HAVE:

- At least 3 years of relevant experience in related fields.
- Systems Engineering background / experience, V&V processes, requirements management, etc.
- Strong technical writing skills, including user-facing documentation, and knowledge of typical space projects documents: ICD, VCD, DML, etc.
- Some experience in project management tasks and willingness to evolve in that direction.
- Negotiation level communication skills in English and Spanish is required.
- Strategic and Leadership Skills:
  - Excellent interpersonal skills, including communication and stakeholder management.
  - Rigorous, autonomous and proactive.
  - Able to work under pressure and to deliver in strict deadlines.



### NICE TO HAVE:

- Knowledge of ECCS or other space-related standards.
- Knowledge of New Space approaches and techniques.
- Experience in writing proposals for calls and ITTs from national and international entities (ESA, CDTI, etc.).
- Project Management certificates and/or courses.
- Knowledge of spacecraft systems and subsystems and operations (CONOPS).

## Benefits & perks

- 🚀 **A key role in a pioneering space startup**, where you will directly impact the development of cutting-edge propulsion technology.
- 📅 **A full-time contract** of 40h per week.
- 🕒 **Flexible working hours**, allowing you to manage your schedule for better work-life balance.
- 🏠 **Hybrid work model**: work remotely up to 9 days per month.
- 🌲 **Extra holidays**: in addition to 23 vacation days, enjoy 6 additional days off during the Christmas period (from 24 December to 2 January, both included).
- 🏥 **Private health insurance**, fully covered by the company.
- 📚 **Learning & Development**: €1000 per year budget for training, courses, and professional growth.
- 💪 **Autonomy and responsibility**: your contributions will directly shape our technology and success.



Ready for takeoff? Email us at [careers@ienai.space](mailto:careers@ienai.space) with [APPLICATION MISSION AND PROJECT MANAGER] in the subject line.