



## VACANCY NOTE

### TEPSA Project Officer

***Deadline for applications: 13 October 2019 (midnight)***

#### About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 43 leading research institutes in the field of European affairs throughout Europe, managed by the TEPSA secretariat in Brussels. TEPSA's aim is to provide high quality research on European integration in order to stimulate discussion on policies and political options for Europe, and to analyse, assess and advice on current EU topics. These goals are achieved by an interaction with the European and national institutions as well as with the academic and think tank community. For further details, see our website: [www.tepsa.eu](http://www.tepsa.eu).

#### Job description

TEPSA is looking for a Project Officer for a fixed one-year contract to start as soon as possible. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact.

The Project Officer will cooperate closely with TEPSA member institutes, EU institutions (especially the European Parliament) and other think tanks and academia across Europe. The position will allow the successful candidate to further develop his/her project management, reporting and research skills and gain insights into EU policy-making and policy analysis.

The Project Officer will be involved in the implementation of TEPSA's five framework contracts with the European Parliament's DG EXPO by coordinating the supply of external academic expertise to the EP in a number of fields in the realm of EU's external relations. He-She will also assist on an ad hoc basis in the implementation of multiple EU projects of different nature, with a focus on research dissemination, event organisation and outreach to citizens.

The role would suit a candidate with a minimum of 3 years professional experience in EU affairs, preferably with thematic focus on Human Rights, Development, European Neighbourhood Policy and/or Security.

The successful candidate will be offered a one-year contract under Belgian law on a full-time basis. The possibility of extension of the contract will depend on the performance of the candidate and on TEPSA's volume of projects at a given time. The gross monthly remuneration envisaged for this position is dependent on the qualifications and years of experience of the candidate. Extra benefits include the provision of daily lunch vouchers (€7/day) and public transport (STIB) depending on the distance between the workplace and the place of residence (€499 per year).

#### Tasks and responsibilities

- Coordination and implementation of TEPSA's Framework Contracts with the European Parliament for the supply of external academic expertise
- Quality check and proofreading of research papers
- Liaison with TEPSA researchers and EU institutions
- Planning and organisation of project events and meetings
- General administrative tasks

## Requirements

- Master's degree in EU studies, political science, European law or a related discipline
- Interest in and solid understanding of the functioning and structure of the EU
- At least three years of relevant professional experience, including experience in research field
- Excellent communication and writing skills
- Experience in dissemination and outreach of research and project findings
- Experience in the review of research papers
- Excellent organizational skills, ability to multitask, prioritize and perform under tight deadlines, attention to detail
- Ability to work autonomously and in a team
- Excellent command of English; French is an asset
- Excellent knowledge of MS Office programs
- Eligible to work in Belgium

## Desirable experience and expertise

- Experience in working for or with the European Parliament
- Experience in working for a think tank or a membership-based organisation
- Thematic expertise in human rights, development, European Neighbourhood Policy and Security.

## Application procedure

Applicants are requested to send their CV and cover letter including the names of two references via e-mail to [recruitment@tepsa.eu](mailto:recruitment@tepsa.eu), with 'Project Officer [Name of the Applicant]' in the subject line, addressing the message to Ms Mariam Khotenashvili, TEPSA's Executive Director. The closing date for applications is **13 October 2019 (midnight)**.

Please note that we are only able to contact shortlisted candidates. Interviews and a written exercise will be conducted at the TEPSA office in Brussels or via Skype. No travel reimbursement is available for the interviews.

