



## VACANCY NOTICE

### Project Officer (full time)

Deadline for applications: 24 September 2023 (midnight)

#### About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 49 leading universities and research institutes in the field of European affairs throughout Europe, managed by the TEPSA Secretariat in Brussels. The TEPSA Secretariat manages and implements several EU-funded projects, within which it strives to maximise the policy and societal impact of research by organising conferences and trainings, producing audio-visual material, and providing expertise to EU institutions. For further details, see our website: <https://www.tepsa.eu/>.

#### Job description

TEPSA is looking for a **Project Officer** to start **in the second half of October 2023**. 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 and other think tanks and academic institutions across Europe. The position will allow the successful candidate to further develop their project management, reporting, research and outreach skills and gain insights into EU policy-making and policy analysis. The successful candidate will be primarily responsible for the **management and implementation of TEPSA's 'EU-Bridge' project** aimed at raising citizens' awareness about the European Union – with a focus on research dissemination and coordination, organisation of conferences, seminars and other events, and outreach to citizens and policy-makers – and will contribute to the **implementation of TEPSA's other projects**. In addition, the successful candidate will contribute to TEPSA's fundraising activities by screening new opportunities and drafting project proposals, as well as contributing to the general running of the organisation.

The role would suit a candidate with a background in EU affairs or a similar discipline, and **at least 1 year of experience in project implementation**.

The successful candidate will be offered a **one-year contract under Belgian law (CDD) 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 (€8/day), DKV medical and hospitalization insurance, éco-chèques (250€/year), chèques sport et culture (100€/year), cheques compliments (40€/year), public transport (STIB) reimbursement depending on the distance between the workplace and the place of residence (€499/year), and reimbursement of internet/GSM subscription.

#### Tasks and responsibilities

- Management and implementation of the [EU-Bridge project](#) in cooperation with TEPSA's Communications Manager and TEPSA's Financial Manager, including liaison with and reporting to donors
- Contribution to the implementation of activities within TEPSA's [other projects](#)
- Coordination of publications including [TEPSA's book series on the Future of Europe](#), [European Council Expert Debrief](#), [TEPSA Briefs and Commentaries](#)

- Organization of expert roundtables and public events in Brussels and online
- Coordination of decentralised events organized by TEPSA's member institutes
- Organisation of seminars and trainings in Brussels
- Liaison with TEPSA members and EU institutions
- Screening of new funding opportunities and contribution to the drafting of project proposals
- Contribution to outreach and dissemination activities, including audiovisual.

## 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 **1 year** of relevant professional experience in EU project implementation
- Experience in **review, editing, formatting and proofreading**
- Excellent command of **English**
- Excellent command of **teleconferencing** tools
- Excellent **communication and writing** skills
- Excellent **organisational skills**, ability to prioritise and respect deadlines, attention to detail and rigour
- Ability to engage and **network** with relevant stakeholders
- Excellent interpersonal skills, **team spirit** and ability to work autonomously
- **Eligible to work in Belgium** (EU citizen or in possession of a valid work permit at the time of the application).

## Desirable experience and expertise

- Experience in drafting funding applications
- Experience in event organisation
- Experience in working for a university, a think tank or a membership-based organisation
- Experience in working for or with EU institutions
- Experience with national or international (private and/or public) donor organisations
- Thematic expertise on EU governance, EU external policies and foreign affairs, democracy, citizens' engagement, disinformation, and EU enlargement.

## Application procedure

Applicants are requested to send their **CV (including the names and contacts of two references) and cover letter, both in PDF format**, to [recruitment@tepsa.eu](mailto:recruitment@tepsa.eu) with **the following subject line:** Project Officer [Your name].

The closing date for applications is **24 September 2023 (midnight)**; however, early applications are highly encouraged, as application received will be reviewed and interviews held on a rolling basis.

As we are expecting a high volume of applications, we will only be able to contact shortlisted candidates. Thank you for your interest in TEPSA's work.