



## About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 of the world's best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also membership and conference fees.

The newly-established Project Development Team is in charge of acquiring funded research and advisory projects that are strategic for CEPS. The Team makes the most of CEPS' competences and research potential, by matching skills with existing sources of funding.

## “Project Officer – Project Development Team”

### Main tasks

You will become a member of CEPS' staff and work in the Project Development Team under the supervision of Felice Simonelli (Head of Project Development and Policy Evaluation). As part of the job you will:

- develop and maintain a database of CEPS projects, events, networks and awards;
- develop and maintain a database of CEPS' skills and expertise;
- identify funding opportunities (e.g. call for tenders, call for proposals);
- contribute to the preparation of tender proposals (e.g., administrative support, preparation of templates, identification of partners, etc.);
- assist in the management of framework contracts.

### Your background and qualifications

- University degree in European studies, law, economics, political sciences or international relations. A postgraduate degree in EU Affairs or EU Funding is an asset.
- Relevant professional experience in business development, proving a very good understanding of the EU funding programmes, is an asset.
- Good understanding of tendering procedures and funding programmes, especially calls for tenders issued by European institutions and other public institutions.
- Attention to detail, accuracy and confidentiality.
- Excellent English writing and speaking skills; other languages are considered as an asset.
- Good knowledge of MS Office®.
- Good analytical and organisational skills and ability to meet tight deadlines.
- Good networking abilities and interpersonal skills for an international environment.



## Your profile

- You are eager to invest in building and maintaining a growing network of partners.
- You are able to work in a multicultural team involving junior and senior colleagues and can organise your own activities.
- You can handle stress, respect deadlines and juggle multiple tasks and changing priorities.
- You enjoy teamwork and are open to giving and receiving feedback.

## What CEPS can offer

We offer full-time employment for one year. The contract is renewable. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement). We would like the preferred candidate to start her/his activities on 1 February 2019 at the very latest.

## Career development prospects

This position will give you the opportunity to gain valuable skills, training and experience in a multidisciplinary setting. CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

## More information

Further information about the position can be obtained from Felice Simonelli, Head of Project Development and Policy Evaluation, [felice.simonelli@ceps.eu](mailto:felice.simonelli@ceps.eu).

## Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). Please email your application to [applications@ceps.eu](mailto:applications@ceps.eu) by **6 January 2019** with the following in the subject line: "Project Officer – Project Development".