



## 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, but also membership and conference fees, as well as income from the sales of publications.

The Jobs & Skills Unit performs research on labour markets, education and social policy. The Unit's researchers have diverse cultural and academic backgrounds combining knowledge in economics, law and political science. The Jobs & Skills Unit has been particularly active in merging consultancy work for EU institutions with forward-looking research on labour and education-related issues. The Unit has coordinated and participated in several European research projects and networks on topics as diverse as societal transition, inclusive growth, unemployment, digitalisation and migration.

The Finance & Administration Unit prepares and updates the budget for CEPS and prepares financial reports for all the projects run by CEPS research units. This unit also coordinates the accounting, human resources, training and tender administration tasks. At any one time, there are at least 10 H2020 projects running, alongside other fee & cost-based projects.

## “Project Officer – Jobs & Skills-Finance & Administration”

### Main tasks

You will become a member of CEPS' staff and work in both the Jobs & Skills unit and the Finance & Administration unit under the supervision of Miroslav Beblavý (Head of the Jobs & Skills unit) and Sally Scott (Director of Finance & Administration).

As part of the **Jobs & Skills unit (60% time)** you will:

- assist the Project Development Team with writing tenders and project applications;
- liaise with funding institutions and project partners;
- be responsible for the overall project management including work and budget planning;
- organise events and training seminars;
- regularly collect information on project proposals submitted by the unit and keep the unit informed on the outcomes;
- oversee the preparation of technical reports;
- travel as required for the purposes of projects;

As part of the **Finance & Administration unit (40% time)** you will:

- prepare financial statements for projects based on the accounting records;
- verify that the financial supporting documentation complies with the relevant funding guidelines;
- cross-check with colleagues that the information in the financial statement is complete.



## Your background and qualifications

- You have a university degree in European studies, law, economics, political sciences or international relations. A postgraduate degree in EU Affairs or EU Funding is an asset;
- You have at least 2 years of relevant professional experience in project management, proving a very good understanding of the EU funding programmes;
- Knowledge of and relevant experience with tendering procedures and funding guidelines: calls for tender, calls for proposal, and in particular the H2020 framework programme;
- You demonstrate attention to detail, accuracy and confidentiality;
- Excellent English writing skills; other languages are considered as an asset;
- Good knowledge of Excel;
- 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 partners network;
- You are able to work in a research team involving junior and senior colleagues and can organise your own activities;
- You are able to 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 Miroslav Beblavý, Head of Unit, [miroslav.beblavy@ceps.eu](mailto:miroslav.beblavy@ceps.eu) and Sally Scott, Director of Finance & Administration, [sally.scott@ceps.eu](mailto:sally.scott@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 **10 December 2018** with the following in the subject line: **“Project Officer – Jobs & Skills-Finance & Administration”**.