



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 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.

“Intern – Project Development Team”

Main tasks

You will be part of the Project Development Team and work under the supervision of Els Van den Broeck (Project Development Coordinator). As part of the internship you will help to:

- Develop and maintain the databases of CEPS projects, partners, funders, skills and experts.
- Contribute to the preparation of competitive tender and grant proposals.
- Monitor and expand funding sources (e.g. European institutions, Foundations, national and regional governments ...).
- Support in identifying and exchanging with potential partners.

Your background and qualifications

- You are **a registered student for the full period** (February-March 2021 to July-August 2021) and about to complete a degree in Project Management, European studies, law, economics, political sciences or international relations.
- Previous experience with tendering procedures and funding programmes by European institutions and other public institutions is an asset.
- 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 organisational and analytical skills and ability to meet tight deadlines.
- Good networking abilities and interpersonal skills for an international environment.



Your profile

- You are eager to acquire professional skills in project management and tendering procedures.
- You are able to work in a multicultural team involving junior and senior colleagues and can organise your own activities.
- You have good problem-solving and prioritising skills.
- 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 a full-time internship for 3 to 6 months (duration is flexible). The selected candidate will receive an expense reimbursement during the internship. We would like the preferred candidate to start her/his activities in February-March 2021. After the internship, there might be an opportunity to be recruited.

More information

Further information about the position can be obtained from Els Van den Broeck, Project Development Coordinator, els.vandenbroeck@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 els.vandenbroeck@ceps.eu by **31 January 2021** with the following in the subject line: “**Intern 2021 – Project Development**”. Early applications are encouraged.