

## 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 world's best think tanks. CEPS' distinguishing features include 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, public procurement, membership and conference fees.

CEPS is currently looking for an Editor-in-Chief (EiC). This is a Brussels-based position under a Belgian employment contract.

## “Editor-in-Chief”

### Main tasks

- You will edit texts to improve readability, clarity, coherence and quality to ensure that they meet CEPS' editorial standards as an independent think tank, and the needs of the audience.
- You will manage the workflow of the publications team and assign publications to and supervise other editors.
- You will oversee the Publications Coordinator in work relating to formatting, publishing and printing.
- You will prepare synopses of publications to use for publicity in print and online.
- You will assist with drafting op-eds to tie in with policy cycle/important meetings.
- You will contact and manage relations with external publishers for selected CEPS books.
- You will participate in training to improve writing skills of staff.

### Your profile

- You are a native English speaker with a good level of another official EU language.
- You have minimum 8 years of editing experience, including of non-native English writing, preferably in a European policy and/or academic context.
- You have a proven record of editing books, opinion pieces, and publicity materials, etc.
- You have solid experience of managing people, enjoy working in teams involving junior and senior colleagues, and are open to giving and receiving feedback.
- You are able to handle stress, be diplomatic, respect deadlines, and juggle multiple tasks and changing priorities.

## What CEPS can offer

We offer full-time employment for 1 year. The contract is renewable. The salary will be in accordance with your previous experience as well as CEPS' salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus additional days when CEPS is closed during the Christmas-New Year period). We would like the preferred candidate to start her/his activities on 1 July at the very latest.

## Career development prospects

This position will give you the opportunity to gain valuable skills, training and experience. 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 Els Van den Broeck, Project Development and Human Resources Coordinator, [els.vandenbroeck@ceps.eu](mailto:els.vandenbroeck@ceps.eu).

## Application and deadline

Applications should include a one-page letter of motivation, (indicating your salary expectations and where you saw this notice), and a curriculum vitae that lists your editing experience, in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). They should be e-mailed to [applications@ceps.eu](mailto:applications@ceps.eu) by **03 May 2021** with **"Editor-in-Chief"** in the subject line.