

## 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, but also from membership and conference fees.

One of the key EU objectives of the Union is to build a common Area of Freedom, Security and Justice over the next years without internal frontiers and in full respect for fundamental rights. The CEPS Justice and Home Affairs Section examines the implications of EU Justice and Home Affairs policies on Rights, Security and Rule of law. Research covers issues related to migration, free movement, asylum, Schengen, fight against terrorism and crime, e-surveillance and privacy, as well as police and criminal justice cooperation. For more information about the Section you may visit <https://www.ceps.eu/ceps-unit/justice-and-home-affairs/>

## “Research Assistant – JHA Unit”

### Main tasks

- You will become a member of CEPS' staff and work in the JHA unit
- You will conduct research activities in the field of the EU Area of Freedom, Security and Justice policies or Justice and Home Affairs
- You will participate in international research teams that carry out projects for the European Commission and other funding organisations
- You will assist with ongoing research activities and carry out independent research
- You will assist in project-related activities and the organization of events
- You will follow policy developments and research debate in own field of research
- Assist in project management/administration of projects
- You will assist in the acquisition of new research projects

### Your background and qualifications

- Holding a Masters Degree (M.A. or LL.M) in law, social sciences or political science. Specialization in the EU Area of Freedom, Security and Justice policies or Justice and Home Affairs law or holding a PhD would be an asset
- Being very familiar with, and show writing skills on, EU affairs and particularly Justice and Home Affairs law
- Ability to work independently and in a team

- You are able to critically read and comment on research reports and academic publications
- You have a proven record of writing and presentation skills
- You are willing and able to organise, moderate and contribute to events at CEPS and its partners
- You are willing to assist in writing funding proposals and in carrying out externally funded projects
- You are familiar with the rules and procedures for research projects, including those financed by the European Commission under its Horizon 2020
- Excellent proficiency in English (at least another EU language would be desirable)

### Your profile

- You are eager to invest in building and maintaining a growing research network
- You are able to work in a research team involving junior and senior colleagues and can organise your own activities
- You have a good understanding of the need to be outgoing and to use all possibilities of knowledge dissemination as a means of profiling your own work and that of the organisation
- You are able to handle stress, respect deadlines and are able to juggle multiple tasks and changing priorities
- You enjoy teamwork and are open to giving and receiving feedback
- You have, or are willing to develop insights into ongoing legislative and policy debates

### 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 the 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 by **March 2022**.

### Career development prospects

This position will give you the opportunity to progress on your career path and gain the valuable skills, training and experience. CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

### Application and deadline

Applications should include a one-page letter of motivation, CV and names of two references. 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 **17 January 2022** with the job title and unit name in the subject line (“**Research Assistant – JHA Unit**”).