

## 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. CEPS' distinguishing features include its independence, its strong in-house, multi-disciplinary research capacity, and its 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.

The CEPS unit on Global Governance, Regulation, Innovation and the Digital economy (GRID) is the largest unit within CEPS and explores, among other issues, policy and regulatory challenges in the areas of better regulation, innovation and industrial policy, global governance, sustainable development, digital technologies. Over the years, researchers at GRID have carried out a number of assignments for several EU institutions, several national governments, the World Bank, the OECD, the Inter-American Development Bank, the Bill and Melinda Gates Foundation, and many more. Increasingly, GRID adopts a multi-disciplinary approach, coupling social sciences (law, economics, political science, governance, international relations) with advanced use of data science tools (e.g., statistical and econometric analysis, data visualisation, supervised and unsupervised machine learning tools) and innovative tools for collective co-creation (strategic foresight, citizen engagement platforms).

## “Project Officer – Global Governance, Regulation, Innovation and the Digital economy (GRID)”

### Main tasks

The Project Officer will be responsible for preparing and managing projects within the CEPS unit on Global Governance, Regulation, Innovation and the Digital Economy (GRID), in cooperation with other CEPS units and a network of partner institutes throughout Europe. He/she will work in close cooperation with CEPS research and administrative staff. The main tasks include:

- Management of ongoing projects including administrative work and budget planning;
- Overseeing and preparation of technical reports;
- Liaising with funding institutions and project partners;
- Writing tenders and project applications;
- Finding new initiatives and opportunities for business development;
- Regularly collecting information on project proposals submitted by the unit and keeping the unit informed about the outcomes;
- Organising events and training seminars;
- Supporting the Heads of Unit in the management of the Unit's team and processes;
- Ensuring periodical update of Salesforce project management platform and project folders;
- Travel as required for the purposes of projects (subject to COVID-19-related rules).

## Your background and qualifications

### *Mandatory Requirements*

- University degree in European studies, law, economics, political sciences, international relations or other relevant subject; a postgraduate degree in EU affairs or EU funding is an asset;
- At least 3 years of relevant professional experience in project management, showing a good understanding of the EU funding programmes;
- Experience managing several different projects at the same time; management of at least one EU-funded project of a budget equal or greater than € 1.5 Million, preferably EuropeAid/International Partnerships For Calls for Tenders is an asset;
- Knowledge of and relevant experience with tendering procedures and funding programmes, especially calls for tender issued by European institutions and other public institutions, calls for proposals, in particular Horizon 2020 and Horizon Europe, framework contract procedures;
- Excellent English writing skills, other EU languages are considered as an asset;
- Good analytical and organisational skills and ability to meet tight deadlines;
- Ability to work independently managing project teams and donor relations;
- Good networking abilities and interpersonal skills for an international environment;
- Attention to detail, accuracy and confidentiality;
- Good knowledge of Window Office 365 package (SharePoint, MS Teams, etc.), Zoom.

### *Desirable*

- Good knowledge of EU policy and institutions;
- Good knowledge of EuropeAid/International Partnerships For Calls for Tenders procedures;
- Good knowledge of EU-US relations in particular related to transatlantic trade and digital relation;
- Experience with foundations and other international donors;
- Previous experience with Salesforce software;
- Experience in social media engagement or willingness to develop these skills;
- Knowledge of other software or data visualisation programmes is a plus, i.e. Tableau, InDesign, MailChimp.

## Your profile

- You are eager to invest in building and maintaining a growing network of partners.
- You are able to work in a research team comprising junior and senior colleagues and work under the supervision of a senior colleague.
- 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.

## What CEPS can offer

We offer a contract of indefinite duration. 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 in early June 2022.

CEPS offers the possibility to do structural teleworking.

## 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 questions/enquiries regarding the position can be e-mailed to Andrea Renda, Head of GRID, at [andrea.renda@ceps.eu](mailto:andrea.renda@ceps.eu).

## Application and deadline

Applications should include: a one-page letter of motivation, indicating your salary expectations and the place where you read our advert, and a curriculum vitae, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). **Both documents should be e-mailed to [applications@ceps.eu](mailto:applications@ceps.eu) with “Project Officer – GRID” in the subject line by 15 May 2022 23:59 CET.**

CEPS strongly values and actively pursues diversity. We encourage especially LGBTQ+ candidates and candidates belonging to ethnic groups that are under-represented at CEPS.