

CETAF aisbl is recruiting a:

Project Coordinator



A. JOB DESCRIPTION

As **Project Coordinator (m/f/x)**, you will be joining our team at the General Secretariat, in Brussels. You will be in charge of monitoring European and/or international initiatives and policies, coordinating CETAF's role in European initiatives and implementing ongoing projects – CETAF is currently a partner in several projects, like SYNTHESYS+ (www.synthesys.info), DiSSCo Prepare (www.dissco.eu/prepare), MOBILISE (www.mobilise-action.eu) – managing databases, and developing services and products for CETAF members. You will be supervised by and work closely with the Executive Director, as well as in collaboration with the remainder of the General Secretariat Staff. You will equally play an important role in the activities of the distributed coordination and support office of the DiSSCo (www.dissco.eu) research infrastructure.

Specific Tasks:

- Monitor, analyse, and report on the activities and policies of relevant EU and international organisations and entities;
- Coordinate CETAF's activities in collaborative EU funded projects (responsible for the preparation of deliverables, strategies and research) and initiatives, from proposal writing to implementation and project management;
- Support the organisation of CETAF meetings, events, General Assemblies, etc.;
- Representation of CETAF at external events and in project meetings;
- Management (search, collation, maintenance, update) of information on CETAF members and their assets;
- Other tasks, including administrative, as required for the adequate functioning and development of the General Secretariat office and/or the Consortium as well as the DiSSCo Office.

B. MAIN REQUIREMENTS

- University degree (Master's degree or equivalent Bachelor with working experience), preferably in sciences or biodiversity-related fields
- Thorough knowledge of EU institutions and decision-making processes
- The ideal candidate will have the following specific competencies:
 1. Essential competencies and experiences
 - a. Good knowledge of the EU structure and funding programmes (Horizon 2020/Horizon Europe in particular)
 - b. Excellent proven organisational and project management skills including proposal writing

- c. Computer skills including the use of Microsoft Office tools, Wordpress CMS, and the ability to solve small IT problems
- d. Able to work well in an international environment
- e. Well-organised with an eye for detail
- f. Excellent writing skills
- g. Ability to work independently and in an international team;
- h. Ability to take the initiative, prioritise tasks and work under set deadlines;

2. Desirable competencies and experiences

- a. Experience in policy support, analysis and presentations and experience with designing strategic programs
 - b. Familiarity with membership-based organisations
 - c. Competence in coordinating distributed teams across countries and disciplines
 - d. Capacity to identify key issues and think strategically;
 - e. Use of database management programmes
- Relevant professional experience of at least 2 years
 - Languages: English is CETAF's working language. All other European languages – especially French or Dutch – are an asset.

C. GENERAL CONDITIONS

- Start date: **Week of 15 April 2020**
- Work pattern: **Full time**
- Contract: **CDI under Belgian law**
- Workplace: **CETAF General Secretariat**
c/o Royal Belgian Institute for Natural Sciences
Rue Vautier, 29
1000 Brussels, Belgium

If you are interested in this position, please send your CV and motivation letter **in English and as a single file** to the CETAF Executive Director, Ana Casino (info@cetaf.org), with the subject line "Project Coordinator" by 25 March 2020, at noon. Interviews will be held at the beginning of April 2020. Only shortlisted candidates will be contacted.

Website: <http://www.cetaf.org/about-us/careers>