PROJECT SUPPORT OFFICER (Ref. PST-2021PSO)

European Schoolnet (EUN) is looking for a dynamic Project Support Officer to reinforce the Project Support Team in Brussels (Vacancy Reference: PST-2021PSO).

More specifically, we are looking for a candidate with at least a Bachelor’s degree in Management (or alike) combined with at least 2 years of administrative/project management and financial reporting experience in a complex, project-based environment and dealing with various stakeholders in an international context. The Project Support Officer will be working closely with the Project Support Team, and other operational teams at EUN.

MAIN TASKS:

The list below is indicative and will be adapted to meet the priorities of the organisation and in response to the skills demonstrated by the candidate. The main tasks will include:

- Setting up and monitoring the financial project reporting systems and procedures and ensuring that project budgets are properly and fully utilised. This includes keeping the EUN project managers and Finance team fully briefed on budget underspend and overspend;
- Implementation of projects’ compliance to contractual and administrative requirements of the funding organisations and that any legal issues are timely and correctly dealt with;
- Financial and administrative management of grant, service and private contracts;
- Ensuring the implementation of internal procedures for the management of projects by EUN;
- Preparing (annual/interim) cost statements for projects and ensuring that expenses are properly incurred and are fully eligible under the various rules of the funding bodies;
- Assisting in the preparation and submission of new proposals (budget development, administrative coordination);
- Assisting the preparation of internal and/or external financial audits for EUN and potential partners involved.

PROFILE AND SKILLS:

- At least a Bachelor’s degree in Management and/or relevant discipline and professional experience of at least two years in an administrative/project management and financial reporting of EU projects role;
• Experience in administration and/or project management of EU projects;
• Financial monitoring and reporting experience (costing, budgeting, reporting, tracking etc.);
• Experience in administrative, legal and contractual management of agreements and contracts especially in relationship to EU funded projects;
• An excellent command of English, both spoken and written. Additional languages are an asset;
• Excellent organisational skills and attention to detail;
• Ability to work autonomously;
• Excellent computer skills, especially a very good command of MS Office, accountancy/project management systems;
• Excellent problem-solving skills and ability to react to fast changing situations promptly and appropriately;
• Good knowledge of EU funding schemes and eligibility rules;
• Ability to thrive working in a fast-paced international environment;
• A good work ethic, able to work well in teams and independently, ability to multi-task, prioritise tasks effectively and respect deadlines.

ABOUT EUROPEAN SCHOOLNET:
European Schoolnet (www.eun.org) is the network of 33 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

• Support schools in achieving effective use of ICT in teaching and learning
• Improve and raise the quality of education in Europe
• Promote the European dimension in education

USEFUL INFORMATION:

Duration: 1-year renewable

Deadline for applications: until the position is filled.
**Benefits:** Salary according to skills and qualifications of candidate, meal vouchers, travel expenses support, Corporate Hospitalisation Insurance - DKV

**Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.¹

**HOW TO APPLY:**

Please send your CV and motivation letter in English to jobs@eun.org with ioanna.leontaraki@eun.org in cc.

- Make sure to include the vacancy reference in the subject of the email.
- The CV and motivation letter should be named: VacancyReference-CV-LASTNAME; VacancyReference-ML-LASTNAME

**PLEASE NOTE:**

- Interviews will take place as soon as possible either in Brussels or at a distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

¹Due to current government guidance, the role will be remote based from a Brussels location.