

## PROJECT SUPPORT AND COMPLIANCE OFFICER (Ref. PST-2021PSCO)

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European Schoolnet (EUN) is looking for a dynamic **Project Support and Compliance Officer** to reinforce the **Project Support Team** in Brussels.

We are looking for a candidate with at least a bachelor's degree in Law Practice (or alike) combined with **at least 2 years of administrative/project management and compliance experience** in a complex, project-based environment and dealing with various stakeholders in an international context.

The Project Support and Compliance Officer will be working closely with the Project Support Manager, the Internal Auditor, 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:*

- Ethics Committee Coordination of EUN's EdTech project, including organising ethics committee meetings for the approval of Ethics reports, checking and providing feedback and approving ethics reviews and deliverables. The Ethics Committee is chaired by the Internal Auditor and staffed by two other EUN employees;
- Administration and support of supported third parties (FSTPs) of EUN's EdTech project and/or other projects (checking internal deliverables, contracts, budgets and payments) as well as managing the contract procedure for pilot teachers;
- Supporting the Internal Auditor in monitoring compliance with GDPR and other data protection laws across EUN projects (grants, service and private contracts);
- Supporting the Internal Auditor in developing and maintaining our data protection and associated policies and processes;
- Perform and support contractual reviews from a variety of sources, suppliers, clients and subcontractors;
- Drafting of contracts for external suppliers and/or experts;
- Support operational teams at EUN with projects' risk assessment.

### PROFILE AND SKILLS:

- At least a **bachelor's degree in Law Practice** and/or relevant discipline and professional experience **of at least two years in an administrative/project management and compliance role**;

- Experience in administration and/or project management of EU projects;
- Knowledge of and experience with data protection and GDPR;
- 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 (very good command of MS Office);
- Excellent problem-solving skills;
- 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.

#### USEFUL INFORMATION:

- **Duration:** 1-year renewable
- **Deadline for applications:** until the position is filled.
- **Benefits:** Competitive salary, meal vouchers, travel expenses support, Corporate Hospitalisation Insurance – DKV
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels.
- 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.

#### HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to [jobs@eun.org](mailto:jobs@eun.org) with [loanna.leontaraki@eun.org](mailto:loanna.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

#### ABOUT EUROPEAN SCHOOLNET:



[European Schoolnet](#) is the network of 34 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. 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