

KNOWLEDGE TEAM – PROJECT MANAGER

Are you a problem solver and goal oriented? Do you like to implement efficient organisational processes to streamline interventions in practice, especially in complex environments? Do you consider important to fully master the constraints and contractual rules of EU programmes for projects to be run smoothly? Do you enjoy to closely monitor costs within agreed budgets, and planning expenses still to come? Do you have minimum 5 years of professional experience as a project manager? If yes, this job announcement will interest you.

EUN Partnership AISBL (known as European Schoolnet) runs about 40 different projects on a yearly basis, many of them under European action programmes mostly in education, research and technology. A solid management framework, including management processes and tools validated through the years and in different contexts, are in place to support everyday activities of projects implemented across Europe and beyond.

EUN is looking for a full time experienced and dynamic **Project Manager (Ref. KnowTeam-PM)** with outstanding organisational competences to join its [Knowledge Building Team](#) in Brussels, for the duration of 1 year (possibly renewable), starting as soon as possible.

The successful candidate will be responsible for the implementation of activities in different European projects running in parallel, and aiming at producing solid evidence to feed policy-making for educational innovation, with a particular focus on the [Assess@Learning policy experimentation](#).

The ideal candidate will have an experience of minimum 5 years of effective European project management (experience in the Erasmus+ programme would be a strong asset), excellent organisational skills, effective time management, practical knowledge of budget and contract management, and advanced ICT skills (to use internal data base and tools).

MAIN TASKS:

- Leading day-to-day project management (delivery deadlines, reporting, administration, finances, contracts and amendments, etc.);
- Coordinating project partners reporting;
- Planning production processes of project deliverables, such as reports, minutes and studies in close cooperation with other colleagues and teams;
- Organisation online partners meetings, workshops, conferences (contacting participants, circulating agendas, minutes taking, etc.);
- Coordination and follow-up of other tasks depending needs and urgency.

PROFILE AND SKILLS

- Academic background preferably in management (master level)
- Excellent organisational skills, structured approach and time management

- Financial project management experience (costing, budgeting, reporting and monitoring)
- Teamwork oriented
- Good interpersonal communication skills
- Fluent knowledge of English (working language is English)
- Good knowledge of Microsoft Office software
- Solid background in EU funded programmes especially in Erasmus+ programme

USEFUL INFORMATION

- **Duration:** 1 year
- **Deadline for applications:** 20 February 2020
- **Benefits:** competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

A letter of application and CV should be sent to jobs@eun.org by 20th February 2020 lunchtime. Candidates selected on their CV will be invited for an interview taking place during the week 2-6 March 2020.

Due to the volume of applications, we regret to be able to only notify pre-selected candidates.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) 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. 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