

PROJECT OFFICER

European Schoolnet is looking to recruit a full-time, proactive and autonomous Project Officer for project management and coordination tasks in principal within the [ITELab project](#) and Academies (two MOOC platforms, [Teacher Academy](#) and [European Schoolnet Academy](#)).

MAIN TASKS

- Coordination and delivery of project work; overseeing project resources and budget.
- Managing and coordinating project meetings (face-to-face and online) with different stakeholders. Providing support in project webinars.
- Preparing articles, letters, minutes and reports.
- Liaising with partners and subcontractors (e.g. partner organisations, teachers, European institutions, graphic designers, etc.)
- Coordination of online course moderators, including their training, supervision, contract management, feedback on their work
- Organisation and coordination of live events for online courses
- Coordination and implementation of user generated content curation (from the online courses)
- Other related tasks.

PROFILE AND SKILLS:

- A Master's degree in a relevant subject (e.g. management, communication, economics, international relations, education, etc.) and relevant professional experience of at least two years.
- Very good knowledge of written and spoken English. Additional languages are an asset.
- Excellent computer skills (MS Office, Adobe Connect, Google Docs, Navione, project management systems, etc.)
- Excellent knowledge of Excel
- Excellent organisational skills, ability to meet tight deadlines
- Experience in writing articles/letters/papers/reports, planning agendas/meetings and keeping track of tasks and deliverables.
- Problem-solving attitude and ability to react to fast changing situations promptly and appropriately
- Financial monitoring and reporting experience (costing, budgeting, reporting, etc.)
- A good work ethic, able to work well independently as well as in a team.
- Background in EU-funded programmes is an asset.

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 (EUN) 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:

- **Type of contract:** Limited Duration Contract (CDD), full time (38 hours / week)
- **Duration:** 12-month contract **starting on 7 January 2019** or upon agreement.
- **Deadline for applications:** **14 December 2018** at 21:00 CET. Early application is encouraged.
- **Benefits:** competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia
- **Location:** European Schoolnet, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this internship. Make sure to include *Project Officer (FCL team)* in the subject of the email and file names.

PLEASE NOTE:

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