PROJECT SUPPORT AND COMPLIANCE OFFICER (Ref. PST-2022PSCO)

European Schoolnet (EUN) is looking for a dynamic Project Support and Compliance Officer to reinforce the Project Support Team in Brussels (Vacancy Reference: PST-2022PSCO).

More specifically, we are looking for a candidate with at least a Bachelor’s degree in Law (or alike) combined with at least 2 years of contractual and data protection/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 Operational Manager, the Internal Auditor, and other operational teams at EUN.

EUN participates in projects and service contracts funded by international agencies including the European Commission as well as participating in EU research programmes such as Horizon Europe. It also works closely with industry encouraging and promoting the study of STEM subjects in schools.

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:

- Supporting the Internal Auditor and Data Protection Officer in monitoring compliance with GDPR and other data protection laws across EUN projects (grants, service and private contracts);
- Supporting the Internal Auditor and Data Protection Officer 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;
- Supporting the Project Support team with the administrative and contractual management of projects;
- Supporting the administrative, legal and contractual aspects of proposal submissions.
PROFILE AND SKILLS:

- At least a Bachelor’s degree in Law, data protection 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 including both grant and service contracts;
- Knowledge of and experience with data protection and GDPR;
- Knowledge and experience of IPR issues especially involving EU funded projects;
- Experience in administrative, legal and contractual management of agreements and contracts especially in relationship to EU funded projects;
- Knowledge and experience of working with industry;
- An excellent command of English, both spoken and written. Additional languages are an asset;
- Excellent organisational skills and attention to detail;
- Excellent presentation skills;
- Excellent computer skills, especially a 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.

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
USEFUL INFORMATION:

Duration: 1-year renewable

Deadline for applications: until the position is filled.

Benefits: Salary according to educational level and previous experience, meal vouchers, travel expenses support, Corporate Hospitalisation Insurance - DKV

Location: European Schoolnet, Rue de Trèves, 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.

¹ We offer up to three working from home days each week, in agreement with the line manager