

## Scientific Officer

*covering for maternity leave, with the possibility of extension into a longer-term contract*

Brussels (Belgium)

The European Brain Council is currently looking for a new colleague to cover for a maternity leave of our current Scientific Officer. For more details on the description of the role, please refer to the information below.

### Job Title

Scientific Officer

### Reports To

As Scientific Officer, you will work in close collaboration with the EBC's Research Project Manager and will report to the Executive Director as well as ultimately to the Executive Committee of EBC.

### Job Overview

In the role of Scientific Officer, you will be responsible for the delivery of European projects in which EBC either is involved or directly coordinates. Your goal is to deliver projects to time, cost and quality standards.

### Responsibilities and Duties

- Manage and support the project teams through all the delivery phases of projects and define the process of work and quality.
- Clarify to colleagues and partners the objectives and the impact of projects in terms of deliverables, time frame, resources, quality and costs.
- Plan the tasks and the required resources, control the progress status of the project and ensure the administrative and financial follow-up of the project.
- Organize meetings with project partners and management.
- Develop content and write reports.

## Qualifications

- You are pro-active, flexible, structured and quality oriented. In particular, you demonstrate good planning and organisational skills, with the ability to establish priorities and manage a busy workload.
- You are committed to personal and professional development.
- You are a strong team player and like working in an international and multicultural environment. You may have experience of working in or with a membership organisation.
- You have a Bachelor or Master in either a scientific or humanistic discipline. PhD level is an asset.
- You have at least 5 years of relevant experience in project management.
- You have experience in managing or supervising other colleagues.
- You have experience in consultation process, negotiation, conflict management, risk mitigation and communication.
- You are focused on delivery and ready to propose innovative challenging ideas in order to reach objectives, build consensus and achieve deadlines.
- You must be used to communicate with various stakeholders.
- You are open-minded, resourceful and oriented to prevent problems or solving them when they arise.
- You are fluent in English. French, Dutch, German or any other European languages are an asset.

### **We Offer:**

We offer the opportunity to work in a fast growing and dynamic team within a multi-stakeholder organization involved in challenging international projects. We also offer the opportunity to continuously develop your knowledge and experience and to further extend your personal competencies. In this position, you will also have the opportunity to make a real impact in the promotion and coordination of brain research at European level, and potentially globally.

If you want to boost your career and join a growing European organization, do not hesitate to check this opportunity and express your interest by sending your CV and cover letter before **Friday 28<sup>th</sup> June 2019 EOB** to:

**Ms Cécile Grebet**

[apply@braincouncil.eu](mailto:apply@braincouncil.eu)

### **Sector of activity**

International Non-profit Organization

### **Job Functions**

Scientific Officer

### **Employment Type**

Full-time – covering for a maternity leave, with the possibility of extension into a longer term contract

### **Seniority Level**

Mid-Senior level

### **Start date**

August-September 2019

### **Remuneration**

A package is offered (salary and fringe benefits) that is commensurate with candidate's profile and experience, according to the EBC's internal scale of salaries.