

Project Manager / 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 the maternity leave of our current Scientific Officer, with the possibility of extension into a longer-term contract. For more details on the description of the role, please refer to the information below.

Job Title:

Project Manager / Scientific Officer

Job Overview:

In the role of Project Manager / 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.

Reports To:

As EBC's Scientific Officer/Project Manager, you will work in close collaboration with the Project Management Team and will report to the Executive Director and the Executive Committee of EBC.

Responsibilities and Duties:

- Manage and support the Projects Team through all delivery phases of the project(s) 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 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 report(s).

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. EU Project Management experience is an asset.
- You have experience in managing or supervising a team.
- 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 communicating with various stakeholders.
- You are open-minded, resourceful and oriented to preventing and solving problems should they arise.
- You are fluent in English. French, Dutch, German or any other European languages are an asset.

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 the European and, potentially, global level.

If you want to boost your career and join a growing European organization, please express your interest by sending your CV and cover letter to **Ms Cecile Grebet** (apply@braincouncil.eu) by **28 June 2019**.

Sector of activity

International Non-profit Organization

Job Functions

Project Manager

Employment Type

Full-time

Seniority Level

Mid-Senior level

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.

Start Date

August/September

