

Project Officer

ERRIN ([European Regions Research and Innovation Network](#)) is the European network expressing the voice of over 130 members that play an active role in regional innovation ecosystems embracing innovation and technology as key contributing factors to achieving the highest possible quality of life within their regions.

ERRIN was established in 2001 as an informal network and since this date has been on an incremental growth path as it moved from an informal network to not-for-profit organisation that now employs five full-time staff. ERRIN offices are in Nordic House in rue du Luxembourg, 1000 Brussels situated with many ERRIN regions.

Due to increased success in obtaining European projects ERRIN now seeks a Project Officer to join a growing team and take responsibility for the running of one of more European projects (mainly Horizon 2020).

Job Description and responsibilities:

The role of the Project Officer is to plan, execute and finalise projects according to strict deadlines and within budget. This may include acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects tasks according to plan.

The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

The post will also include coordinating ERRIN thematic working groups linked to the project topics.

The post will also include general duties linked to ERRIN activities.

Responsibilities and foreseen scope of activities:

- Creating and executing project work plans and revises as appropriate to meet changing needs and requirements;
- Managing day-to-day operational aspects of a project and scope;
- Preparing for engagement reviews and quality assurance procedures;
- Ensuring project documents are complete, current, and stored appropriately;

Requirements:

- University degree;
- Minimum 3 years' experience in EU project involvement in innovation and research topics;
- Strategic thinker with an ability to draft policy reports and strategic studies;
- Experience in working with regional authorities and regional programmes is an asset;
- Able to work and contribute to a multicultural environment and excellent communication skills;
- Able to multitask performance and capacity to work well under time constraints;
- Able to work flexibly and able to travel to project meetings in EU and further afield (Latin America);
- Excellent use of English (both written and spoken) and fluency in another EU language useful.

We offer a competitive monthly salary between €2700-3300 depending on experience and a permanent contract.

If you are interested, send us your CV and Cover Letter clearly stating your possible starting date and contact details.

Deadline for applications: 2nd August 2017 17.00 CET

Selected applicants will be informed.

Interviews are scheduled for 8th August 2017 in Brussels.