



CAREER OPPORTUNITY:
Project Officer (m/f)

The Centre for European Studies - the political foundation/think-tank of the European People's Party (EPP, the largest European-level political party of the centre-right), is implementing its activities on a wide range of policy-oriented, EU-related issues. The Centre for European Studies is looking for a dynamic, motivated and innovative individual to fill the full time position of CES Project Officer, based in Brussels.

Established under the revised EU Regulation (EC) No 2004/2003 of the European Parliament and of the Council on the regulations governing political parties at European level and the rules regarding their funding, the Centre is a growing organisation that offers the unique opportunity of being part of a new and energetic team, which will lay the groundwork for the organisation's ambitious plan of action.

The position of Project Officer is a full time position.

Key responsibilities:

- Assisting in the management and organisation of joint activities together with CES Member foundations;
- Overseeing, recording and updating the budget of various activities with Member Foundations;
- Assisting in the management of joint activities;
- Contributing in development of the academic policy journal of the Centre the "European View";
- Assisting in the development of the CES publications;
- Compiling databases and collecting relevant publications and studies from all areas of European politics;
- Planning and management of the Seminars;
- Contributing to CES online initiatives.

Candidate requirements:

- University degree in political science, social sciences, law, economics, or any related disciplines;
Fluency in English, with proven writing skills; knowledge of additional languages is welcome;
- Experience in bookkeeping and accounting will be considered a strong asset;
- Excellent analytical as well as organizational skills;

- Good knowledge of European and international politics and familiarity with the history and the tradition of the Christian Democrat, Conservative and like-minded political parties of the EPP family;
- Committed and flexible team player, able to work in a multi-national environment.
- Availability to travel on short notice is an asset.

Submission of application:

Applicants should forward a detailed CV and a cover letter by e-mail at jobs@thinkingeurope.eu to the attention of Tomi Huhtanen, CES Director, at latest 17 January 2010. When applying, please mention in the subject-line of the email message "Project Officer".