



FÉDÉRATION EUROPÉENNE DES GÉOLOGUES
EUROPEAN FEDERATION OF GEOLOGISTS
FEDERACIÓN EUROPEA DE GEÓLOGOS

Brussels | 17 August 2018

JOB ANNOUNCEMENT

OFFER OF A POSITION AS PROJECT OFFICER FOR THE EUROPEAN FEDERATION OF GEOLOGISTS

The European Federation of Geologists (EFG) seeks to appoint a full time (38 hours/week) Project Officer to provide support on project management. The Project Officer will work under the supervision of the Executive Director. Moreover, the person will participate in the day-to-day functioning of the Brussels Office, including administrative and secretarial duties. The Project Officer will be based in Brussels and needs to be available to travel in case it is required.

About EFG

The European Federation of Geologists is a non-governmental organisation that was established in 1980 and includes today 27 national association members. EFG is a professional organisation whose main aims are to contribute to a safer and more sustainable use of the natural environment, to protect and inform the public and to promote a more responsible exploitation of natural resources. EFG's members are National Associations, NAs, whose principal objectives are based in similar aims. The guidelines to achieve these aims are the promotion of excellence in the application of geology and the creation of public awareness of the importance of geoscience for the society. EFG's Brussels Office offers a multicultural and very dynamic working environment.

Roles and responsibilities of the position

The EFG Project Officer's role is to provide all necessary support to the Brussels Office in the field of project management.

General duties

The EFG Project Officer's duties will include, but not necessarily be restricted to, the following routine office support activities, as directed by the Executive Director:

- EFG administrative support;
- Support EFG Third Parties;
- Support the activities of EFG's Panels of Experts;
- Preparing supporting documents and technical reports of H2020 projects to the European Commission;
- Prepare projects' financial reports;
- Engage in and organise the dissemination and communication of EFG's activities and projects (posting documents and other information on the EFG website, newsletters, project websites and social media channels);
- Prepare articles on EFG projects and activities;
- Preparing summaries of projects activities to inform EFG's stakeholders;
- Organise meetings and conferences (logistic, registration, presentations);
- Maintaining an updating EFG databases;
- Preparing surveys to EFG stakeholders;
- Support the preparation of EFG newsletters;
- Preparing articles about the projects;
- Preparing minutes of meetings;
- Support of EFG Financial accounting system;

Qualifications

A University degree in Geology, Social Sciences, Economics, European Studies or equivalent is required.

Working experience in the field of project management and Horizon 2020 projects is expected, knowledge of other languages and knowledge of geoscientific topics and of the EU functioning are considered as an asset.

Position requirements

- Demonstrated interest in geosciences.
- An excellent English speaker, writer and editor, able to express herself/himself in a clear and concise manner;
- Knowledge of French is an asset
- Very good computer literacy and experience in Microsoft office programmes
- Ability to identify problems and find constructive solutions
- Capacity to analyse and structure information
- Excellent drafting skills
- Capacity to deliver quality and results
- Strong sense of initiative
- Ability to work both independently or in a team and to work under tight deadlines;
- Strong organisational skills, flexibility, attention to details, and ability to work in a multicultural environment.

Place of work

The place of work will normally be at the EFG's Brussels Office at Service Géologique de Belgique, 13 Rue Jenner, B-1000 Brussels.

Office Hours

Normal office hours are Monday to Friday, 09:00h to 17:30h but staff may be required to assist with extra work outside these normal hours (for example if you are required to attend all or part of Board or Council meetings held at weekends up to 4 times in any year (2 Board meetings and 2 Council meetings)).

Start Date

The start date will be: October 2018

Contract conditions

The position of EFG Project Officer is a full time position (36 hours per week average, 38 hours per week effective). The contract is on a fixed term basis for a duration of 12 months with a trial period of 3 months and remunerated in accordance to Belgian law. The initial gross salary will be €3,000.00

Application procedure

Cover letter and CV should be submitted electronically, to the attn. of Mr. Pierangelo Bianco, Administrative Officer (info.efg@eurogeologists.eu) specifying: "Application to the position of Project Officer" in the subject line.

Deadline for application: 17/09/2018 included