

ECTRI (European Conference of Transport Research Institutes) is an international non-profit association created in 2003. It is composed of 27 leading national transport research institutes and universities from 20 European countries united to promote the excellence of European transport research. All together they account for more than 3,800 European scientists and research staff in the field of transport. In order to further improve the services for its members, ECTRI is looking for a:

Project Officer

located in Brussels.

I. Main missions

- Information and support to the members
- Contacts with external partners (EU, industry and other trade associations)
- Follow up of working groups, task forces and activities of the Association
- Development of communication tools (leaflet, newsletter and poster) and Website update
- Organisation of meetings, seminars, workshops and stands
- Follow up of administrative, accounting and budget issues
- Writing up of various documents, publications and reports related to the Association's life and activities

II. Candidate profile

Qualifications

- Master degree or higher education in related fields
- Good knowledge on the functioning of the EU institutions, in particular policy-making and funding programmes (notably FRDP); knowledge of research and transport policies will be an asset
- Minimum 2 years working experience

Personal qualities and skills

- Dynamic, flexible and well-motivated personality
- Ability to work independently, pro-actively and pragmatically in a multicultural environment
- Fluency in oral and written English; French and/or other European languages will be a major asset
- Communications skills, both oral and written
- Networking capabilities
- Knowledge of the functioning of non profit associations will be an asset
- Computer literate (Word, PowerPoint, emails, Excel...)
- Available for medium to extensive travelling in Europe

III. Miscellaneous

- The person recruited will work within the Secretariat General under the supervision of Secretary General and President
- Full-time contract with fixed term, to be transformed in non-fixed term
- The post is located in Brussels (Belgium)
- Working hours : 35 hours per week
- Salary: depending of experience
- Availability: immediate

Applicants are requested to send a letter of interest together with a full CV to **Caroline ALMERAS** (caroline.almeras@ectri.org).

Only short-listed candidates will be contacted.