

ECTRI (European Conference of Transport Research Institutes) is an international non-profit association created in 2003. It is composed of 29 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 4,000 European scientists and research staff in the field of transport. In order to support the services for its Members, ECTRI is looking for a:

Junior Project Officer

I. What We Offer

- A challenging job in a dynamic environment and sector
- An enjoyable and professional atmosphere in a small-size organization
- The opportunity to take ownership of your missions in order to contribute to the success of the association

II. Main missions

- Address Members' needs and requests
- Support working groups, task forces, activities and projects of the Association
- Support communication tools development (leaflet, newsletter and poster)
- Update Website, social media and Members' area content
- Organise meetings, events and conferences
- Follow up of administrative, accounting and budget issues
- Write up various documents, publications and reports related to the Association's life and activities
- Assist the association's team in daily management tasks

III. Candidate profile

- University degree
- Good knowledge on the functioning of the EU institutions, in particular policymaking and funding programmes (R&I); knowledge of research and/or transport policies, or experience in managing European projects, or in communication will be an asset
- 1-3 year(s) relevant professional experience, ideally with non-profit association
- Full proficiency in English; good command of French; other languages will be an asset
- Proactive, dynamic, flexible, well-motivated and result-oriented personality
- Eager to work in a multicultural environment
- Available for short to medium travelling in Europe

IV. Miscellaneous

- The recruited person will work within the Secretariat under the Secretary General and/or President's responsibility
- Some IT knowledge will be an asset, in particular with the following software: Microsoft Office tools, Adobe suite (Photoshop, InDesign), WordPress (or other CMS system) and CRM platform (Members' area management)
- Full-time contract with fixed term under Belgium laws
- Job based in Brussels, Belgium with smart working possibility
- Applicant must be legally entitled to work in Belgium
- Salary depending on experience
- Social advantages: lunch vouchers, transport allowance, representation allowance, eco-cheques, 13th month, flexitime
- Availability: immediate

Applicants are requested to send a letter of motivation together with a Curriculum Vitae **until May 24th, 2024 EOB** to info@ectri.org. Only short-listed candidates will be contacted. Interviews will take place on a rolling basis.