



# VACANCY NOTICE

**Project Officer**  
(full-time)

## About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 49 leading universities and research institutes in the field of European affairs throughout Europe, managed by the TEPSA Secretariat in Brussels. The TEPSA Secretariat manages and implements several EU-funded projects, within which it strives to maximise the policy and societal impact of research by organising conferences and trainings, producing audio-visual material, and providing expertise to EU institutions. For further details, see [our website](#).

## Job Description

TEPSA is looking for a **Project Officer** to start in **September 2025**. The successful candidate will join our small and dynamic office, where everyone plays an important role and has a tangible impact.

The Project Officer will primarily focus on the **coordination of research activities** under TEPSA's Framework Contracts with the European Parliament, while also contributing to the broader implementation of **EU-funded projects** and TEPSA's general activities. This position offers a unique opportunity to coordinate research at the EU level, liaise with a broad network of academic and policy experts, and gain valuable experience in **research management, policy analysis, text editing, stakeholder engagement, and EU project implementation**. The role would suit a candidate with a background in EU affairs or a similar discipline, and **at least 1 year of experience in research coordination and/or the implementation of EU projects and framework contracts**.

The successful candidate will be offered a **one-year contract under Belgian law (CDD) on a full-time basis**. The possibility of extension of the contract will depend on the performance of the candidate and on TEPESA's volume of projects at a given time. The gross monthly remuneration envisaged for this position is dependent on the qualifications and years of experience of the candidate. **Extra benefits** include the provision of daily lunch vouchers (€8/day), DKV medical and hospitalization insurance, éco-chèques (250€/year), chèques sport et culture (100€/year), chèques compléments (40€/year), public transport reimbursement (STIB, €550/year) and reimbursement of internet/GSM subscription.

## Tasks & Responsibilities

- **Coordinate research papers** under TEPESA's framework contracts, including identifying and liaising with academic experts, monitoring timelines, and ensuring compliance with specifications;
- **Edit reports and studies** to ensure clarity, consistency, and adherence to institutional guidelines;
- **Support contract and budget management** of specific research assignments, in coordination with TEPESA's financial and programme managers;
- **Liaise with EP Committee secretariats and administrative units** to clarify project requirements, answer follow-up questions, and coordinate feedback and revisions;
- **Support the implementation of TEPESA's core activities**, including policy outreach, communication, and dissemination of research findings;
- **Assist in the management of EU-funded projects** (e.g., Horizon Europe, Citizens, Equality, Rights and Values Programme) in cooperation with colleagues—tasks include the conceptualisation and organisation of conferences, seminars, and other events, as well as liaising with partners, stakeholders, and donors.

## Requirements

- **Master's degree** in European studies, political science, international relations, law or a related discipline;
- At least **1 year** of relevant professional experience, ideally in research coordination, project management, or the implementation of EU-funded projects or framework contracts;
- **Strong understanding of the EU's institutional architecture, policy-making processes, and external relations priorities**, particularly those relevant to the European Parliament;
- **Excellent organisational skills**, including the ability to manage multiple tasks, prioritise effectively, and meet tight deadlines;
- **Proven drafting and editing skills**, with experience in preparing and reviewing research outputs for institutional clients;
- **Excellent communication and interpersonal skills**, with the ability to liaise confidently with academic experts, EU officials and other stakeholders;
- **Ability to work both independently and collaboratively** in a multicultural team environment;
- **Proficiency in MS Office**;
- **Fluency in English** (written and spoken); knowledge of French and/or other EU languages is an asset;
- **Eligibility to work in Belgium** (EU citizenship or valid work permit at the time of application).

## Desirable Experience & Expertise

- Experience working in a **university, think tank, research institute, or membership-based organisation**, ideally in a coordination or project management capacity;
- Experience working for or with **EU institutions**, especially the **European Parliament**, including familiarity with its **Directorate-General for External Policies (DG EXPO)** and its committees or subcommittees;
- Experience in **coordinating research outputs**, including liaising with external experts, reviewing drafts, and ensuring quality control;
- Experience with the **implementation of EU-funded projects**, such as Horizon Europe or Citizens, Equality, Rights and Values Programme;
- Experience in **event planning and coordination**, including conferences, workshops, or policy dialogues involving academic and policy stakeholders;
- **Thematic expertise** in one or more of the following areas: EU external action and foreign policy; EU enlargement and neighbourhood policy (Eastern and Southern); the Greater Middle East; sustainable development and humanitarian assistance; security and defence; international trade; human rights and democracy.

## Application Procedure

Applicants are requested to send their **CV (including the names and contacts of two references) and cover letter, both in PDF format**, to [sonia.chabane@tepsa.eu](mailto:sonia.chabane@tepsa.eu) with the following subject line: **Project Officer [Your name]**.

The closing date for applications is **13 July 2025 (midnight)**; however, early applications are highly encouraged, as applications received will be reviewed and interviews held on a rolling basis.

As we are expecting a high volume of applications, we will only be able to contact shortlisted candidates. Thank you for your interest in TEPSA's work.