



Project Manager

European Nuclear Education Network – ENEN

The European Nuclear Education Network is an international non-profit organization (aisbl) started in 2003 in France, and since 2018, established in Belgium, under Belgian Law, where it has two offices: one in Brussels and one hosted by the European Commission Joint Research Center (EC-JRC) in Geel.

ENEN's mission is the preservation and further development of expertise in the nuclear fields by higher Education and Training. It comprises a network of more than 80 institutional member organizations, and has active collaboration with the EC-JRC, the IAEA, the OECD-NEA and similar organizations worldwide, among others.

Project Manager

ENEN is seeking to employ a Project Manager to manage the Education, Training and Knowledge Management projects of its portfolio and provide support to the operations of the association. Technical knowledge in one of the Nuclear scientific fields (nuclear engineering, radiation protection, waste management, geological disposal, medical physics) is highly desired. The person is expected to be proactive, dynamic, highly motivated and responsible; able to handle both technical/managerial and financial/administrative work.

The responsibilities of the position include:

- Planning, managing and ensuring the effective implementation of scientific projects including preparation of the required deliverables.
- Monitoring, evaluating and reporting the impact of all activities to ensure the achievement of projects and organisational objectives.
- Organise and participate in scientific meetings, technical and policy-making meetings, conferences, workshops and events. (both online and on-site)
- Provide support to the controlling of the project finances and association accounting.
- Other administrative and technical activities as needed and based on qualifications.

Qualifications

ENEN Association is looking for an expert complying with:

- At least 3 years of experience in managing international projects, including experience with the planning, monitoring, evaluation, learning and reporting cycles. Previous experience in ENEN and/or EC funded projects would be an advantage;
- Previous involvement in Academia, research or nuclear training, with good knowledge in at least one nuclear field
- Working knowledge of EU institutions, H2020 environment and financing processes;
- Ability to summarize and distribute information quickly and succinctly.
- Attention to detail, flexible in undertaking workloads and ability to meet deadlines.
- Good working knowledge of the standard Microsoft Office suite (Word, PowerPoint, Excel, Outlook).
- Excellent proficiency in English both written and spoken. Knowledge of French is desirable. Any other EU language will be a positive asset



Conditions

Employment contract in Belgium, for a fixed term of one year, subject to prolongation based on common agreement. Place of work will either be in Brussels or at the European Commission – Joint Research Center in Geel, Belgium.

Salary will depend on the level of experience. Salary range: 4.500 to 5.500 € brut per month, subject to negotiation and based on experience. We are offering also a contribution to reimburse the commuting route (subject to conditions) and meal vouchers.

Interested persons should send their motivation letter and CV to secretariat@enen.eu, please provide the above documents in English.

Deadline for applications: January 17, 2022