



## (Junior) 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, with its offices in Brussels.

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 90 member organizations over 3 continents, and has active collaboration with the EC/EC-JRC, the IAEA, the OECD-NEA and sister organizations worldwide.

### **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, fast learner, highly motivated and responsible; should be willing to travel and 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 timely preparation of the required deliverables and active participation to project meetings.
- Monitoring, evaluating and reporting the impact of all activities at ENEN internal meetings to ensure the achievement of projects goals and the objectives of the ENEN organisation.
- 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 involvement in EC funded projects would be an advantage;
- Previous involvement in Academia, research or nuclear training, with good knowledge in at least one nuclear field at University Master's level.
- Working knowledge of EU institutions, Euratom environment and financing processes will be considered an asset;
- 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). Word press knowledge is considered an asset.
- Excellent proficiency in English both written and spoken. Knowledge of French is highly desirable. Any other EU language will be a positive asset.

## **Conditions**

Employment contract in Belgium, full-time, in presence, for a fixed term of one year, subject to prolongation based on common agreement. Place of work will be in Brussels.

The person must be employable in 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. In case of business trip, a daily allowance according to Belgian legislation will be also granted.

Interested persons should send their short motivation letter and CV to [secretariat@enen.eu](mailto:secretariat@enen.eu), please provide the above documents in English.

**Deadline for applications: January 8, 2024**