

Job Announcement

SCIENTIFIC OFFICER

EuroGeoSurveys, The Geological Surveys of Europe (EGS) seeks to appoint a full-time (38 hours/week), The Scientific Officer, who has a geoscientific background coupled with good project management skills, works under the authority of the Secretary General and is based in Brussels.

She/he works in close cooperation with the other EGS Secretariat staff members, either keeping them updated of the activities directly carried out, or interacting with them for those activities requiring teamwork. Moreover, she/he participates in the day-to-day functioning of the Secretariat, including carrying out administrative and secretarial duties.

Multitasking, fast and hard-working, the Scientific Officer is engaged in all the technical and scientific activities in which the Secretariat is involved, including research projects, and in the overall organisation's scientific activities. Able to deal with several duties at a time and to work under strict deadlines, she/he applies an inquisitive approach to problem-solving and a friendly attitude in supporting the colleagues for the tasks assigned. She/he uses analytical skills for quality control.

About EuroGeoSurveys (EGS)

EGS is a non-profit organisation of the Geological Surveys of Europe, the national institutions responsible for geological inventory, monitoring, knowledge and research.

For 45 years the main objective of EuroGeoSurveys has been to contribute to society's welfare. We turn geoscientific information into European wide knowledge, technologies and services easily accessible and beneficial to society and economic growth.

Our principal purpose is to provide public Earth science knowledge to support the EU's competitiveness, social well-being, environmental management and international commitments. For more information, visit: <http://www.eurogeosurveys.org/>

The overall objectives of the EGS communication strategy are to communicate our results and our strength to key stakeholders (encompassing the European Commission officers, policy makers, international institutions, researchers, media, citizens, etc.) and enhance the awareness on the importance of geology for economy, society and environment.

Tasks and responsibilities of the Scientific Officer

- Project management (*EU Framework Programmes for Research and Innovation, EU-financed Grant contracts*) including responding to open calls, preparing proposals, ECAS submission, preparing Grant and Consortium Agreements, project implementation, leading WPs, monitoring and coordination of project activities, financial and technical reporting, managing project budget, maintaining expenditures and controlling eligibility of the costs preparing for audit, project closure and post-project activities;
- Monitoring EU developments (policy, legislation, consultations, calls for participation to Expert Groups, opportunities to participate in projects, etc.) of potential interest to the EGS Members, and reporting those developments as appropriate, identifying EGS relevant issues and synthesising the information in a written format;

- Supporting the Scientific Policy manager in identifying issues of relevance in the monitoring of EU policy developments;
- Preparing or responding to different questionnaires, and collecting data and statistics (e.g. the EGS annual statistics and the EGS research project database); conducting related assessments, analyses and studies for reporting purposes;
- Alternating as the person in charge for filtering contacts and requests by EGS members and external stakeholders, including the electronic mail received in the common mailbox;
- Contributing to the implementation of the EGS Work-programme when needed, especially providing technical support and scientific advice to relevant staff member.
- Supporting the Office staff in interacting with the EGS Members providing the needed support and interrelating with the EGS stakeholders;
- Preparing and attending meetings and reporting the outcomes in a written format when required.

Profile

- A university degree or higher education in Earth Sciences (geology), EU Affairs or equivalent;
- fluency in oral and written English;
- Project management skills;
- Excellent speaking skills and a strong ability to write, edit and present;
- Proficient computer skills using MS Word, Excel, Outlook and Internet;
- Demonstrated interest in environmental policy/geosciences.

Working experience in the communication field, expertise in multimedia and social media, knowledge of other languages and knowledge of geological topics and of the EU system functioning are considered an asset.

Position requirements

- At least 3 years of work experience in Earth Sciences
- 1-2 years of work experience with EU affairs;
- Performing multiple tasks under tight deadlines without sacrificing quality or accuracy;
- Effective management and organizational skills;
- Strong attention to detail and follow-through;
- Communication skills.

Moreover, the incumbent is expected to bring the ability to work both independently and in a team. Strong organisational skills, flexibility, attention to details, ability to work under tight deadlines, under pressure and in a multicultural environment are necessary.

Contract conditions

EGS offers a lively and attractive working environment with room for autonomy and personal growth, and ample opportunity for participating in the exciting area of international networking.

The position of Scientific Officer

It is a full-time position (38 hrs/week). The contract is on a fixed term basis for a duration of 6 months and remunerated in accordance to Belgian law.

Application procedure

Cover letter and European Format CV should be submitted electronically, to the attn. of Mrs. Céline Andrien, (celine.andrien@eurogeosurveys.org and in cc: jelena.vidovic@eurogeosurveys.org) specifying: "Application to the position of "SCIENTIFIC OFFICER" in the subject line.

Deadline for application: October 25, 2019

In case of selected applicants not resident in Brussels, preliminary interviews could take place via videoconference.