**Job Announcement**

**Junior Scientific Officer**

EuroGeoSurveys, The Geological Surveys of Europe (EGS), seeks to appoint a full-time (38 hours/week) Junior Scientific Officer, who has a geoscientific background coupled with good communication skills, to work under the authority of the Secretary General and the supervision of the Scientific Officer and the Scientific Policy Manager. The position is based in Brussels, Belgium.

She/he will work 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 team work. Moreover, she/he will participate in the day-to-day functioning of the Secretariat, including carrying out administrative and secretarial duties.

Multitasking, fast and hard-working, the Junior Scientific Officer will be required to engage 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 will need to apply an inquisitive approach to problem-solving and a friendly attitude in supporting other colleagues for the tasks assigned, while also demonstrating the ability to work on their own initiative, using 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 50 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/](http://www.eurogeosurveys.org/)

The overall objectives of the EGS communication strategy are to communicate our results and our strengths 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 Junior Scientific Officer**

- Supporting the Scientific Officer in the overall coordination of the Expert Groups and Task Forces activities and acting as the moderator of the related email distribution lists; interacting with each of them and providing the needed support, following their activities and the related projects, attending relevant meetings and regularly reporting in a written format on their 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;

- Support in managing the EGS IT network in support to the IT Manager, and ensuring the correct maintenance and functioning of the IT hardware or software;

- In shared responsibility with the Scientific Policy Manager, 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;

- Acting as moderator of the Expert Groups and Task Forces email distribution lists;
- 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 Scientific Policy manager in identifying issues of relevance in the monitoring of EU policy developments;
- 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;
- 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

- 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 strong communications skills and 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.
It is a full-time position (38 hrs/week). The contract is on a fixed term basis for a duration of 6 months (maternity leave cover) with possibility of extension and remunerated in accordance to Belgian law.

**Application procedure**

Cover letter and European Format CV should be submitted electronically, to the attn. of Ms. Céline Andrien, the Director of EGS Secretariat (celine.andrien@eurogeosurveys.org) and in cc: (laura.quijano.gaudes@eurogeosurveys.org) specifying: “Application to the position of JUNIOR SCIENTIFIC OFFICER” in the subject line.

**Deadline for application:** May 7, 2021, Applications will be received on a rolling basis.

Interviews will take place virtually.

**Preferred start date:** July 1, 2021.

We thank everyone for their application, but only short-listed candidates will be contacted for interviews.