

Eurochambres position open: Project Officer

Preferred starting date: 1 June 2022

Closing date for application: 2 May 2022

Eurochambres is the Association of European Chambers of Commerce and Industry, representing the interests of 1700 Chambers and their 20 million business members across over 40 countries and all sectors of the economy (for more information: www.eurochambres.eu).

We are currently seeking to recruit a full-time **Project Officer** to work on the “European Learning Experience Platform”(EULEP). This new project is financed by the Erasmus+ programme of the European Union.

EULEP brings together 20 organisations from 8 countries, working together to make Continuous Vocational Education and Training (C-VET) attractive for lifelong learning. It offers businesses new and tailor-made training modules that correspond to skills needs in artificial intelligence, virtual reality, and social innovation. It establishes or reinforces knowledge triangles at regional and national level and embeds VET in regional economic development strategies.

Responsibilities:

- Project technical and financial management, including reporting
- Day-to-day support to multiple project partners via written and face-to-face communications
- Update the projects’ website content and manage social media
- Monitor consortium partners’ project activities (e.g. satisfaction surveys, guidelines, etc.)
- Develop a functional e-learning platform at European level
- Steer the pilot training and capacity building phase
- Organise events (in cooperation with Eurochambres’ Event Officer)
- Organise promotion campaigns and skills competitions
- Develop handbooks, guides, dissemination and exploitation plans and tools

Requirements:

- Minimum 3 years of experience in EU project management, Erasmus+ knowledge is a plus
- Previous experience stakeholder management and event organization
- Excellent English (spoken and written) and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Strong organisational skills and the ability to multi-task
- Ability to work both in a team or autonomously, and to appreciate and follow priorities
- Innovative and creative capacity
- Sound understanding of C-VET and EQF; ECVET understanding would be an advantage

We offer:

- A challenging international work environment
- Possibility to develop a strong network with relevant stakeholders acting in EU policy areas
- Indefinite contract
- Competitive remuneration package (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by 2 May 2022 with the subject line ‘Project Officer - EULEP’. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.