



## Vacancy: Project Manager

**A vacancy has arisen for the post of Project Manager at the headquarters of the European Judicial Training Network (EJTN) in Brussels.**

### Background

The European Judicial Training Network is an international not-for-profit association governed by the provisions of Belgian law relating to non-profit making associations, foundations and non-profit making international associations.

This association, gathering the training institutions for the judiciary of all European Union Member States has, as its aim, the promotion of training programmes with a genuine European dimension for the members of the European judiciary.

Within the framework of the creation of a European area of freedom, security and justice, EJTN affirms itself as a major platform where its Members cooperate on the analysis and identification of the training needs of the judiciaries of the Member States, the exchange and dissemination of experience in the field of judicial training and the design of programmes and methods for collaborative training. Additionally, EJTN serves as an arena for the coordination of Members' programmes and activities in matters relating to European law and those which concern initiatives of the EU and the dissemination of knowledge about the legal systems of EU member States.

While dedicated to excellence in European judicial training, EJTN works closely with the European Commission and with nearly 40 EU national judicial bodies, which are Members and Observers of EJTN. The EJTN Secretary General, whenever appropriate, ensures compatibility between the programme of activities of EJTN and the priorities set by the European Union.

### The position

Under the supervision of the Secretary General and the Head of Office, EJTN seeks a **full-time Project Manager** position which offers a challenging and unique role with a very wide breadth of tasks and responsibilities.

The position entails responsibilities in relation to the management and coordination of a project aiming at improving the institutional capacity of judicial training institutions, in the **specific geographical scope of the Western Balkan countries**, in delivering strong, adequate and efficient judicial training to judges and prosecutors mainly on EU acquis.

## Key responsibilities

The tasks pertaining to the position include non-exhaustively:

- The management of an **EU-funded project** through the deployment and use of the **Prince 2 methodology** aiming at the execution and delivery of **project-specific service and activities**:
  - o the administrative tasks (*i.e. logistic, administrative and financial aspects*),
  - o the preparation of the drafting obligations entailed by the action requirements (*i.e. narrative and financial reporting*),
  - o the action management (*i.e. monitoring timely delivery of outputs and activities*),
  - o the preparation of experts missions, including drafting contracts,
  - o the preparation of and participation in the face-to-face and online activities implemented in the execution of the project: scheduling the activities, liaising with EJTN members and project beneficiaries, providing participants with information and support;
- Act as **contact point**:
  - o To support and coordinate the activities of all the actors involved in the project, i.e. the project Steering Group, the Project Leader, the experts in judicial training, the project beneficiaries,
  - o Towards the funding stakeholder (*DG Near*),
  - o As focal point of contact within EJTN in order to ensure transparent internal communication and the completion of reporting obligations.

## Qualification and Experience required

- A post-secondary education attested by a diploma in relation to the profile of the position, or in implementing online and/or face-to-face educational programmes – preferably in the non-for-profit sector;
- Proven professional experience in project coordination and management;
- A Prince2 certification or comparable experience;
- Knowledge or experience in EU-funded programmes an advantage (*ex. OPSYS*);
- Willingness to work flexible hours and to travel – when applicable;
- Fluent proficiency in spoken and written English; Knowledge of French an asset;
- Excellent written and verbal communication skills, including presentation skills;
- Strong interpersonal, organisational, planning and team-working skills;
- Detail and service-oriented with excellent follow-up and time management skills;
- Ability to work in a fast-paced environment, with multiple and changing priorities while maintaining strong focus on execution and results;
- Well-developed administrative and computer skills, including good knowledge of MS Office, web-based tools such as Zoom, Microsoft Teams;
- Possess a “*can do*” spirit of accountability, helpfulness, inclusion, flexibility, continuous improvement, collaboration, creativity and fun;
- Would thrive in a multicultural and international environment.

## **We offer**

- An attractive base salary and remuneration package commensurate with experience, in accordance with EJTJN employment scheme;
- An international working environment with a leading actor in the judicial training field;
- Continuous training and professional development.

## **Vacancy specification**

The position is intended to be a full-time one, initial fixed-term contract under Belgian law, with the possibility of prolongation or becoming permanent.

The interviews will be conducted late March – early April 2022, and the expected start date is from mid-April 2022 the latest.

## **Application**

Please [complete the application process to apply for this position](#) by **Friday 25<sup>th</sup> March 2022 the latest**. Please add your CV, a motivation letter highlighting your expectations and stating your current notice period and salary expectations.

Furthermore, please add therein a self-written statement, as written below, authorising EJTJN to process your personal data in accordance with [EJTJN's Data Protection and Privacy Statement](#).

We regret that only shortlisted candidates will be contacted.

## **Compliance with EJTJN's Data Protection and Privacy Statement**

Including the following self-written statement, authorising EJTJN to process your personal data, is mandatory and a prerequisite for applying for employment or an internship at EJTJN. Without this statement, your application will not be considered, and your application will be deleted. *"I hereby consent to EJTJN collecting and processing my personal data for the exclusive purposes involved with seeking employment or an internship position. I have reviewed the details of how EJTJN processes, shares, transfers, uses and protects private data as well as my rights from EJTJN's full Data Protection and Privacy Statement."*