



Vacancy: Junior Project Manager

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

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.

Great expansion of its activities is likely to continue in the forthcoming years.

Key responsibilities:

Under the supervision of the Secretary General and the Programmes Unit Manager, the Junior Project Manager will be responsible for coordinating training activities in the framework of the Programmes Department. Primary tasks include:

- Organizing and attending training activities for judges and prosecutors of the EU MS in EJTN partner institutions: scheduling the training activities, liaising with EJTN members, hosting and partner institutions, providing participants with information and support; drafting experts contracts, etc.;
- Participating to the drafting of key documents: meeting materials and minutes, guidelines for participants, brochures and leaflets, website activities and project pages, annual and statistical reports, news articles, social media, etc.;
- Maintain working relations with institutional Partners in the area of activities organized;
- Establishing post-activity reports based on the feedback received from participants;
- Participating to the organization of the Programmes Department related meetings
Participation in preparation and running of e-tools (e-learning, webinars, collaboration platforms, forums).

Qualification and Experience required:

- A post-secondary education attested by a diploma in relation to the profile of the post;
- Proven professional experience in project coordination and management;
- High level of English and French (ability to communicate accurately in both languages – in writing and orally); other EU languages an asset;
- Willingness to work flexible hours and to travel 20-30 days a year;
- Excellent communication skills (both written and oral);
- Service oriented, good organisation skills, eye for detail, team spirit, ability to work under pressure and to meet deadlines and priorities;
- Rigorous and able to meet deadlines and priorities;
- Able to draft routine correspondence and edit materials;
- Good interpersonal skills;
- Fully computer literate; knowledge of the main software and programmes.
- Flexibility, adaptability and solidarity with co-workers.

Vacancy Specification:

The position is intended to be a full time one, initial 6-months contract under Belgian law.

Application:

To apply for this position please email your CV with a covering letter detailing your current notice period and salary expectations to ejtn@ejtn.eu **by Friday, 16th March 2018.**

The interviews are foreseen to take place and be conducted in the course of the last two weeks of March, and the expected start date is the 1st week of April 2018.