



Egmont – Royal Institute for International Relations is recruiting a **Project Manager** for its Africa Programme, **starting on 1 March 2012**.

Function Description

Assuring the daily management and organisational activities of the Observatoire de l’Afrique (www.obsafrigue.eu) together with Paris and Pretoria based project managers.

This includes:

- Maintaining contact with current and future funders;
- Planning and practical organisation of events (contact speakers, write concept notes, manage allocated budgets, send invitations and publications, etc.);
- Maintaining the website and other web-based communication instruments (contact list, etc.);
- Maintaining contact with the members and partners of the network (currently a total of 23 African and European institutes)

Qualifications

- Excellent organisational skills, experience with project management, administrative and financial reporting.
- Awareness of the political, economic and social dynamics on the African continent and of the policies and actions of external actors, including the EU in Africa.
- Excellent computer skills, including content management of web-based applications.
- Writing and reporting skills.
- MA degree in a relevant area (political science, history, economics or other).
- Fluency in English (both written and spoken) and French and good passive knowledge of the other working language of the institute, Dutch.
- Team spirit - this position requires constant interaction with other researchers- sense of initiative, capacity to work autonomously, flexibility and adaptability.

Applications should be submitted in English and include a CV and cover letter. They can be sent by e-mail to Ms. Marina Cruysmans, Executive Director, m.cruysmans@egmontinstitute.be, by 20 January 2012, mentioning as subject “Project Manager Africa programme”.

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