

EGMONT – The Royal Institute for International Relations is an independent think-tank based in Brussels. As a platform for in-depth analysis and a forum for debate in the field of international politics, the Institute has the ambition to make a useful contribution to the policy-shaping process through its publications, conferences and seminars. Its interdisciplinary research is conducted in a spirit of total academic freedom.

Along with its research program, the Institute has a specialised **Education and Training Programme**. This programme offers a wide range of services including **tailor-made courses and internships** for groups of foreign professionals, in particular **diplomats** as well as open registration courses for groups of participants mainly in the **Civilian Crisis Management area**.

Egmont is currently seeking a full time **Project Manager** for its Education & Training Programme, starting **as soon as possible**.

Tasks

- Contributing to the design and organisation of tailor-made training courses in public diplomacy and in public administration in Brussels or abroad;
- Supporting the development and execution of the training activities in the Civilian Crisis Management (CCM) area ;
- Supporting the organisational and financial administration of the different projects.

Profile

- A Master's degree or equivalent;
- Work experience in international relations, preferably work experience within an international organisation such as the EU, UN, OSCE, or African Union;
- Good understanding of the functioning of public diplomacy;
- Experience with project management;
- Capacity to develop smooth collaboration with external partners;
- Excellent writing and communication skills;
- Ability to deliver results within tight time frames, manage multiple assignments and track progress on several processes simultaneously;
- Team-player with strong inter-cultural competencies;
- Analytical thinking;
- Excellent knowledge of English and working knowledge of French or Dutch (the working languages of the Institute).

We offer

- A renewable contract and a monthly salary in accordance with experience;
- A multicultural and challenging working environment;
- Flexibility.

A CV and a motivation letter (no more than three pages) should be sent by e-mail to Ms. Julie Godin, Director, Education & Training Programme, j.godin@egmontinstitute.be, by March 30th 2018, mentioning in the subject line “Training Project Manager – Education & Training Programme”.

EGMONT, Rue des Petits Carmes, 24A, 1000 Brussels
<http://egmontinstitute.be>