



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.

EJTN now seeks a full-time **Junior 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 management and coordination of training activities in relation to the Exchange Programme.

Key responsibilities

Under the supervision of the Secretary General and the Head of the Exchange Programme Unit, the **Junior Project Manager** will be responsible for coordinating training activities in the framework of the Exchange Programme. The tasks pertaining to the position include non-exhaustively:

- Coordinating and attending training activities for judges and prosecutors of the EU MS in EJTN partner institutions: scheduling the training activities, liaising with EJTN members and partner institutions, launching calls for applications, providing participants with information and support, etc.;
- Liaising with the finance unit to ensure expense reimbursement of the participants;
- Participating to the drafting of key documents (meeting materials and minutes, guidelines, communication tools, operational reports, etc.) and establishing post-activity reports based on the feedback received from participants;

- Participating to the organization and administrative support of the Exchange Programme Unit related meetings and activities;
- Ensuring the external representation of the EJTN and cooperation with partners in relation to the portfolio;
- Reporting to the respective stakeholders.

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;
- Willingness to work flexible hours and to travel 20 – 30 days a year;
- Oral and written native knowledge of English. Knowledge of French an asset;
- Excellent written and verbal communication skills, including presentation skills;
- Strong interpersonal, organizational, 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 administration tools such as Zoom or Go-to-Meeting, e-mail technologies;
- Possess a “can do” spirit of accountability, helpfulness, inclusion, flexibility, continuous improvement, collaboration, creativity and fun;
- Would thrive in a multicultural and international environment.

Vacancy specification

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

The interviews will be conducted in November and December 2020, and the expected start date is in January 2021.

Application

To apply for this position, please email to eitn@eitn.eu by **Friday 20th November 2020** your CV with 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 EJTN to process your personal data in accordance with [EJTN’s Data Protection and Privacy Statement](#).

We regret that only shortlisted candidates will be contacted.

Compliance with EJTN’s Data Protection and Privacy Statement

Including the following self-written statement, authorising EJTN to process your personal data, is mandatory and a prerequisite for applying for employment or an internship at EJTN.

Without this statement, your application will not be considered, and your application will be deleted. *“I hereby consent to EJTN 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 EJTN processes, shares, transfers, uses and protects private data as well as my rights from EJTN’s full Data Protection and Privacy Statement.”*