



is recruiting a
Human resources and EU projects administration Manager

Ecsite is the European network of science engagement organisations.

Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science.

Our 320+ members include science centres, museums, research bodies, festivals, universities, planetariums, foundations and learned societies, companies offering products and services to the field, local authorities, etc. Ecsite members' convening power draws more than 40 million citizens each year to science-related debates, exhibitions, workshops, events or platforms. As a network, Ecsite catalyses its members' collective strengths into a powerful voice, at the forefront of public engagement with science.

To service its members, Ecsite organises the largest professional science communication conference in Europe, represents science engagement at a European level, shapes and spreads best practice through its publications, awards, and various digital networking and training opportunities. It takes part in European projects.

Our Executive Office is located in Brussels, in the attractive and easily accessible avenue Louise neighbourhood (Ixelles). The team is currently working remotely from their homes in Belgium. The Ecsite team is composed of 10 multicultural staff members. Our working language is English.

Main responsibilities and tasks

You will work across two departments of the Ecsite office: the administration and the European Project's team.

The position in a nutshell

You will be responsible for managing the administrative and financial aspects of Ecsite's portfolio of EU-funded projects. You will be key to ensure that all of our project activities are compliant with the EU funding rules as well as Ecsite's internal procedures. You will monitor all financial and administrative elements of the projects including drafting of contracts, financial reports to the funder and calls for tenders.

You will also be responsible for the human resources and contractual aspects of the work of Ecsite.

Projects related tasks

- Administrative and financial management of the projects, in coordination with Ecsite accountants and the Projects' team
- Monitoring and implementation of EU funded projects rules and procedures
- Produce and submit activity and financial reports, in accordance with rules specified by the European Commission
- Draft, prepare and document the call for tenders, subcontracting and purchases of services and products linked to the projects
- Draft and revise contracts linked to project including, but not limited to, services, consultancy and linked third parties.
- Prepare and organise the Audit Trail for each project

Human Resources

- Establishment of employments and freelancers contracts ensuring compliance with Belgian legislation and with EU legislation when relevant
- Relations with social secretariat, monthly statements, ...
- Applications of Internal rules and regulations

Contracts, legal compliance and life at the office

- Establishment of all contracts and agreements
- Monitoring and implementation of legal obligations
- Ensuring an efficient working environment: premises, equipment and supplies
- Providing an active contribution to the life of the organisation

Place in the organisation

You collaborate with the 10 other Ecsite team members. You report to the Senior Administrator and work closely with the Membership and Office Manager, the Senior Project Manager, the Executive Director and other colleagues.

Requirements

You are very well organised, structured and proactive with the following knowledge, skills and competencies:

- Fluency in English and in French. Any other language would be a plus
- Very good knowledge of the European's commission Research and Innovation frameworks and Belgian legislation
- Very good experience of human resources management and good knowledge of related Belgian regulations
- Excellent time management and organisational skills and ability to manage multiple tasks
- Good knowledge of Microsoft Office
- Accuracy and good attention to detail.

You are interested in and you share Ecsite's mission and values and are motivated to work for a science engagement organisation, in a non-profit and international environment.

Terms and conditions

Applicants must be able to legally live and work in Brussels. The contract will be subject to Belgian social security and taxes.

Salary: 3.000€ – 3.500 € gross / month depending on experience. Additional attractive conditions are offered.

One year contract, renewable.

Ecsite is committed to providing an equal opportunity work environment.

Applications

Please send your application by email, including a motivation letter addressing the specific requirements of the job description, plus curriculum vitae in English to Catherine Franche, Executive Director, at cfranche@ecsight.eu with "*Administrative Manager 2021 - Name of applicant*" in the subject line.

Deadline: Applications will be received on a rolling basis

Interviews will take place virtually

Preferred start date: as soon as possible

We thank everyone for their application, but only short-listed candidates will be contacted for interviews.