

Project Officer

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU and global affairs, which has been consistently ranked among the world's top 10 best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees.

We are pleased to announce that CEPS is currently looking for a Project Officer to join our Research Project team and support the development, organisation and delivery of CEPS research projects. This position requires on-site presence at our Brussels office most days of the week.

We would like the successful candidate to ideally start in December 2026 or by January 2027 at the latest.

Main tasks

The Research Project Officer plays a key role in supporting the growth and execution of research projects. The role combines project management responsibilities with project development activities, ensuring that proposals are competitive, projects are well-managed, and initiatives align with CEPS' strategic priorities. The Officer works closely with researchers and internal services to coordinate proposals, manage budgets and timelines, and liaise with stakeholders for successful project delivery.

Responsibilities

- Support the preparation of tender and project proposals through administrative tasks, templates, partner identification, and coordination of inputs, and proofread for clarity and compliance with funder guidelines.
- Cooperate with the PDI team in assessing the relevance of funding opportunities (national, European and international; public and private) and prepare concise internal briefings.
- Assist researchers in developing project ideas into strong proposals, drafting and reviewing non-scientific sections for clarity and compliance.
- Coordinate interdisciplinary teams during proposal preparation, liaising with finance, legal, and administration to secure necessary inputs and approvals.
- Manage project timelines, budgets, deliverables, and staff allocations in close collaboration with the Director of Finance & Administration and relevant teams.
- Maintain accurate project data in Salesforce and SharePoint, ensuring information on work packages, deadlines, and researcher allocation is up to date.
- Track applications and maintain a live proposal pipeline; report on success rates and recommend improvements.

- Oversee project reporting with researchers and Finance & Administration, ensuring timely, accurate submissions.
- Organise and support project-related events, workshops, communications and dissemination activities.
- Build and maintain relationships with funders, industry, and academic partners; represent the unit at networking events and conferences.
- Contribute content for CEPS' website and social media on project and funding activities.
- Suggest and implement process improvements to strengthen proposal preparation, project coordination and administrative efficiency.

Your background and qualifications

Mandatory Requirements

- University degree in European studies, law, economics, political sciences, international relations, business, public administration, or other relevant subject; a postgraduate degree in EU affairs or EU funding is an asset.
- At least three years' project management experience, including managing multiple projects and working with EU funding programmes such as Horizon Europe.
- Knowledge and experience of grants and tendering procedures.
- Interest in AI policy, Technology, Sovereign Tech, Competitiveness, Digital policy, Innovation and related topics, with an understanding of EU institutions and policymaking.
- Excellent written English; other EU languages are an asset.
- Strong analytical and organisational skills, with the ability to meet tight deadlines and adapt to changing priorities.
- Ability to work independently and coordinate project teams and donor relations.
- Strong interpersonal, networking and negotiation skills, including diplomatic conflict resolution.
- Attention to detail, accuracy and confidentiality.
- Proficiency in Microsoft 365, including SharePoint and Teams, and advanced Excel skills.

Desirable

- Experience in managing at least one EU-funded project of significant financial value and complexity.
- Experience with foundations and other international donors.
- Previous experience with Salesforce software.

We are looking for someone who

- Works independently, pro-actively and collaborates well with junior and senior colleagues.
- Enjoys building and maintaining a strong network of partners.

- Manages multiple tasks effectively and meets deadlines.
- Values teamwork and welcomes giving and receiving feedback.
- Treats colleagues with kindness, empathy and respect for diversity.
- Is keen to contribute to the success of the research units and CEPS as a whole.

What CEPS can offer

We offer full-time employment for 12 months. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group and hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus an additional two weeks during the Christmas-New Year period when CEPS is closed). CEPS offers the possibility to do structural teleworking in Belgium, as well as the possibility to telework 20 days per calendar year from abroad.

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More information

For further information about the position, please contact Els Van den Broeck, HR Coordinator, at els.vandenbroeck@ceps.eu

Application and deadline

Applicants are requested to:

- Complete and submit [this recruitment form](#) by 25 October 2026, 23:59 CET;
- Send their CV (in English) to applications@ceps.eu by 25 October 2026, 23:59 CET. We kindly request that you use the following subject line for your email: **'Project Officer 2026'**. Please include in your CV the names and contact details of at least two referees (including your current or last employer). For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>).

Applications received after the deadline, incomplete applications, or applications that do not follow the above instructions will not be considered.

Shortlisted candidates will be invited to an **online interview in the week starting 9 November 2026**.

CV and personal data of non-selected candidates are not shared with anyone outside CEPS and will be deleted immediately after the recruitment process. For more information, read our privacy policy available on the CEPS website.

CEPS is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all staff. We welcome applications from candidates of all backgrounds.