



Temporary Position Project Assistant Fte 0.4 – 0.5

General

The ISOCARP Institute is the research spin-off of the International Society of City and Regional Planners (ISOCARP), based in The Hague, the Netherlands. With over five decades of accumulated knowledge and expertise in urban and regional planning, ISOCARP as a non-profit organisation with individual and institutional members in 85 countries worldwide, initiated the Institute as a Center for Urban Excellence – a think-tank empowering individuals, organisations, and institutions to achieve better human settlements. The Institute's core function is to conduct research and promote knowledge transfer, offer advice and short-term consultancy services, as well as design, and deliver capacity development and continuing education programmes. The institute is involved in several EU research projects, technical assistance globally, engaged in capacity development projects with other international partners.

Profile

In order to support ISOCARP's Institute projects. We are seeking for a Project Assistant (PA) who will support and assist us in the management of our multiple projects.

What you will be doing:

- Support the general project implementation specially on the management of communication and dissemination materials;
- Preparation of visual materials, handbooks and manuals;
- Assisting in administrative tasks: website and social media management and engagement.

What you will bring:

- A highly motivated candidate with a (recent) MSc degree in Communication Sciences, Design or other relevant discipline.
- Passionate about learning about urban development, sustainability and citizen engagement;
- At least 1-year experience in an international environment dealing with research and projects. Previous experience in a fast-growing organisation is preferred;



- You are creative and talented in web design, infographics, and visual materials (knowledge of Adobe Package and other design software is a MUST);
- You are autonomous and proactive in building and setting up (new) operational processes from scratch;
- You bring action and hands-on mentality and enjoy working in a dynamic and international environment;
- Ability to coordinate several projects simultaneously
- Strong written and communication skills in English. Other European languages are an asset.

Procedure

The application deadline for this position is November 12th. After this deadline, the high potential candidates will be shortlisted and interviewed.

Preferred starting date **16th November**

Please send your CV and Motivation letter at: jobs@isocarp-institute.org

If you have questions about this vacancy please send an e-mail to Ms. Gisela Garrido Veron garridoveron@isocarp-institute.org