



# EU Project Assistant at ISOCARP Institute

## Den Haag, Netherlands

### Fte 1.0

#### About us

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, offers technical assistance globally, as well as engaged in capacity development projects with other international partners.

#### Job profile of a Project Assistant:

We are seeking for a full-time staff member interested in urban issues to assist us on delivering our projects. The project assistant will support and assist us in the management of our multiple projects, both, within the EU and at a more international level. To apply for this position, you need to have at **least 2-3 years of experience in EU projects.**

#### RESPONSIBILITIES:

##### Support the implementation of our projects:

- Supporting the general project implementation of our Horizon 2020 projects
- Facilitate and coordinate communication plans with partners and clients, act as a liaison between the organisation, the public and the media through different (digital) channels.
- Supporting in the administration of projects financially. Experience in EU budgeting accountancy and financing is a strong asset.



- Assisting in both managing the ISOCARP Institute and ISOCARP Society in organising and updating content libraries/repositories;

### **Capacity building:**

- Support the delivery of capacity building activities, in terms of coordination and content creation, including training modules, animation of online and in-person trainings and workshops;
- Have a good knowledge of transition governance processes. Hands-on experience with local level governments or stakeholder engagement is an added value;

### **Project proposals:**

- Assisting in the acquisition and research projects (i.e. Horizon 2020 etc.) including: stakeholder engagement, desk research, compilation of relevant research materials, writing proposals, and drafting budgets;
- Communicate and actively engage with high-level institutional partners.

### **In addition, you:**

- Bring action and hands-on mentality and enjoy working in a young, dynamic, and international environment;
- Are a team player, with the ability to engage with stakeholders;
- Can work independently;
- Can coordinate several projects simultaneously;
- Assists in the acquisition and research of projects, including: stakeholder engagement, desk research, compilation of relevant research materials, and proposal writing.

### **REQUIREMENTS:**

- You hold a master's degree in Social Sciences or other discipline and a strong interest in the urban spectrum;
- You have minimum 2 years working experience in EU project administration and support, financial experience is a very strong asset.
- You are autonomous and proactive in building and setting up (new) operational processes from scratch;
- You have documentation skills and data management;
- You are curious, open-minded, and experienced in the communication with high-level institutional partners;



- You have excellent command of the English language, both verbal and written. Other European languages are an asset;
- We are looking for someone who can join us as soon as possible. Therefore, those candidates **located** in the Netherlands will have priority (we accept candidates from all different nationalities).

#### **WHAT DO WE OFFER:**

- 36 hrs/week;
- Work in an exciting, multi-disciplinary international team;
- The opportunity to develop yourself through varied assignments;
- A competitive salary;
- Flexibility in distributing your working hours, working from home also possible;
- Hands-on-experience in real EU-projects in a friendly, encouraging working environment.

#### **HOW TO APPLY**

**Please submit your CV and a motivation letter (preferably in one pdf - name it: surname\_projectassistant) at [jobs@isocarp-institute.org](mailto:jobs@isocarp-institute.org)**

**Please use as a subject line: Surname, Project Assistant**

Deadline to apply: 12<sup>th</sup> **June 2021**

If you have questions about this vacancy, please send an e-mail to Ms. Gisela Garrido Veron (Project Manager): [garridoveron@isocarp-institute.org](mailto:garridoveron@isocarp-institute.org)

<https://www.isocarp-institute.org/>