



CAREER OPPORTUNITY:  
**Project Officer (m/f)**

The Centre for European Studies - the political foundation/think-tank of the European People's Party (EPP, the largest European-level political party of the centre-right), is implementing its activities on a wide range of policy-oriented, EU-related issues. The Centre for European Studies is looking for a dynamic, motivated and innovative individual to fill the full time position of CES Project Officer, based in Brussels.

Established under the revised EU Regulation (EC) No 2004/2003 of the European Parliament and of the Council on the regulations governing political parties at European level and the rules regarding their funding, the Centre is a growing organisation that offers the unique opportunity of being part of a new and energetic team, which will lay the groundwork for the organisation's ambitious plan of action.

**The position of Project Officer is a full time position.**

Key responsibilities:

- Assisting in the management and organisation of joint activities together with CES Member foundations;
- Overseeing, recording and updating the budget of various activities with Member Foundations;
- Assisting in the management of joint activities;
- Contributing in development of the academic policy journal of the Centre the "European View";
- Assisting in the development of the CES publications;
- Compiling databases and collecting relevant publications and studies from all areas of European politics;
- Planning and management of the Seminars;
- Contributing to CES online initiatives.

Candidate requirements:

- University degree in political science, social sciences, law, economics, or any related disciplines;  
Fluency in English, with proven writing skills; knowledge of additional languages is welcome;
- Experience in bookkeeping and accounting will be considered a strong asset;
- Excellent analytical as well as organizational skills;

- Good knowledge of European and international politics and familiarity with the history and the tradition of the Christian Democrat, Conservative and like-minded political parties of the EPP family;
- Committed and flexible team player, able to work in a multi-national environment.
- Availability to travel on short notice is an asset.

**Submission of application:**

Applicants should forward a detailed CV and a cover letter by e-mail at [jobs@thinkingeurope.eu](mailto:jobs@thinkingeurope.eu) to the attention of Tomi Huhtanen, CES Director, at latest 17 January 2010. When applying, please mention in the subject-line of the email message "Project Officer".



CAREER OPPORTUNITY:  
**Research Officer (m/f)**

The Centre for European Studies - the political foundation/think-tank of the European People's Party (EPP, the largest European-level political party of the centre-right), is implementing its activities on a wide range of policy-oriented, EU-related issues. The Centre for European Studies is looking for an experienced, dynamic, motivated and innovative individual with academic credentials to fill the full time position of Research Officer, based in Brussels.

Established under the EU Regulation (EC) No 1524/2007 of the European Parliament and of the Council on the regulations governing political parties at European level and the rules regarding their funding, the Centre is a growing organisation that offers the unique opportunity of being part of a new and energetic team which will lay the groundwork for the organisation's ambitious plan of action.

**Key responsibilities:**

- Assisting in planning, developing, co-ordinating and managing the research programme and studies of the Centre;
- Participating in follow-up of the progress and the quality of the research and studies in accordance with the highest academic standards;
- Participating in the development of a peer-review procedure related to each major research project;
- Assisting in building relations and enhancing the standing of the Centre within the academic and research community;
- Assisting in planning and structuring future research projects as well as the Centre's in-house research projects;
- Complementing the outsourced research, and further developing the research activities of the Centre;
- Active involvement and participation in research projects and the communication of their results;
- Participating in developing the network of external research associates of the Centre;
- Contributing in development of the academic policy journal of the Centre, "European View";
- Compiling databases and collecting relevant publications and studies from all areas of European politics;
- Monitoring European political developments and summarizing and analyzing data, relevant publications and studies for further use in research.

Candidate requirements:

- University degree in political science, social sciences, law, economics or related disciplines;
- Several years of professional experience in academic research, in a think tank or a comparable institution;
- Post-graduate level fluency in English, with proven writing skills; knowledge of additional languages is welcome;
- Excellent analytical as well as organizational skills;
- Good knowledge of European and international politics and familiarity with the history and the tradition of the Christian Democrat, Conservative and like-minded political parties of the EPP family;
- Committed and flexible team player, able to work in a multi-national environment.

Submission of application:

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