

## Project Officer

**POSITION:** Project Officer

EENA, the European Emergency Number Association, is seeking a highly organised and detail-oriented Project Officer to join our team. If you have an analytical mind, enjoy coordinating projects, and have a passion for writing and communication, this role offers the perfect opportunity to make a tangible impact on public safety across Europe. You will play a key role in the planning, execution, and management of our projects—both external and internal—ensuring they are delivered on time, within scope, and to the highest standards.

**LOCATION:** Brussels, Belgium

### RESPONSIBILITIES

- Under the supervision of EENA's Project Director, lead the planning, implementation, and management of EU-funded and internal projects, ensuring strict adherence to project timelines and requirements.
- Oversee the development and execution of project deliverables, ensuring close collaboration and coordination with the consortium partners.
- Develop and maintain thorough project documentation, including project plans, budgets, and risk assessments.
- Organize and facilitate project meetings, including both online and in-person events (travel availability is expected).
- Assist in the dissemination of project results through well-crafted reports, presentations, and other communication materials.
- Develop and nurture partnerships leading to the submission of new project proposals. Support the creation and submission of new project proposals, contributing to drafting and detailed documentation.
- Work closely with EENA's Technical Director on activities related to the Technical and Operations Committee and standardisation.
- Collaborate with the team to organise webinars and events focused on public safety, ensuring all details align with EENA's overall strategy.

### WE VALUE

- An analytical mind with strong problem-solving skills and the ability to think critically.
- Excellent organisational skills with a keen eye for detail and a methodical approach to project management.
- Hard-working and dedicated, with a proactive attitude and the ability to manage multiple tasks effectively.
- A passion for writing, with strong written communication skills in English; proficiency in additional EU languages is a plus.
- Enjoyment in coordinating and managing both external and internal projects, with a strong ability to build and maintain relationships with diverse stakeholders, including EU institutions and partner organisations.
- Experience in managing budgets and overseeing resource expenses to ensure optimal project outcomes is a plus.
- A commitment to EENA's mission of improving public safety across Europe.

### QUALIFICATIONS

- A degree in political science, public policy, law, project management, or a related field.
- Experience with EU-funded projects, including Horizon 2020, Horizon Europe, or other relevant programs, is a plus.

As a Project Officer at EENA, you will be at the heart of projects that significantly enhance public safety across Europe. If you are detail-oriented, enjoy coordinating efforts, and have a passion for writing, we would love to hear from you.



**APPLY**

Does this profile sound like you? Then, send your CV and cover letter to Jérôme PÂRIS ([jp@eena.org](mailto:jp@eena.org)) by 29 September 2024. Please add "Application to the Project Officer Position" and your name in the subject of your email.

Please note that only candidates selected for an interview will be contacted.

**ABOUT EENA**

EENA, the European Emergency Number Association, is a non-governmental organization based in Brussels dedicated to improving public safety and security across the EU. Our mission is to ensure that every citizen can access high-quality emergency services and receive appropriate care during emergencies or disasters. We collaborate with a wide range of stakeholders, including emergency services, public authorities, decision-makers, researchers, and solution providers, to drive change and make a tangible impact on public safety.

More about us: <https://eena.org/about-eena/mission-and-vision/>