

Project Officer – Job description

The European Construction Industry Federation - FIEC (a registered AiSBL under Belgian law) - is the European voice of construction enterprises of all sizes (from the one person builders/craftsmen and SMEs through to large international firms), from all building and civil engineering specialities. It is the officially recognised employers' representative in the EU sectoral Social Dialogue committee for the construction industry.

FIEC is looking for a dynamic, reliable and motivated Project Officer for its office in Brussels.

In cooperation with the relevant Directors and the Accountant who is responsible for FIEC's finances, the Project Officer will be responsible for the monitoring, coordination and administrative tasks related to the EU-financed projects in which FIEC is involved. He/she will also monitor the funding opportunities for possible future projects and prepare the submission of such projects. This is an exciting opportunity to be at the centre of one of the most significant and challenging sectors, which plays a key role in the development of a sustainable Europe.

Responsibilities

Reporting to the Director General and Accountant, the Project Officer should:

- work closely with the Director(s) involved in projects
- ensure the follow-up of the various phases of each project
- organise and provide administrative support for the meetings/events taking place for each project (prepare meetings agenda and working documents, organise on-site logistic and travel and accommodation arrangements, etc.)
- draft minutes of project meetings
- prepare timesheets for the FIEC staff involved in the project
- draft projects' interim and final reports, with the support of the Director(s) involved in the project
- liaise with the other projects' partners
- write articles for newsletter and for external publications about the project(s)
- communicate about the projects' developments and outcomes by means of our website, social media, etc.
- represent FIEC in projects' external events and meetings, when needed
- monitor EU-funding possibilities for possible future projects
- prepare the submission of the above in cooperation with the relevant Director(s) and other project partners

Qualifications

The ideal candidate should have:

- University degree
- Previous experience with EU-funded projects
- Good analytical skills and basic accounting knowledge
- Ability to write reports in English
- Ability to work cooperatively in a small team and with external partners
- Organised and precise
- Dynamic, open-minded, hard worker, team player
- Good presentation and communication skills
- The working language of the federation is mainly English and any additional European language, in particular German and French, would be an advantage

In return, FIEC offers

- A competitive remuneration package according to work experience
- An open-ended contract under Belgian law
- A pan-European, rewarding and challenging work environment
- A wide-ranging variety of topics

**Please send your letter of motivation, with your salary expectation, and curriculum vitae by 4th December for the attention of Mrs. M. Lambelé (m.lambele@fiec.eu)
Email header subject: "Application – Project Officer vacancy"**