

JOB DESCRIPTION

Position: Project Assistant (contract for an initial 8 months)
Location: Paris
Vacancy Start date: April 2015

ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

Job profile

The main focus of this position will be to provide support for the Asia & China programme flagship initiative for 2015 on India, the successful candidate will provide extensive research on India's domestic issues and foreign policies, and logistical support which consists of organising a research trip and a study trip for a group of European decision-makers, and working on publications related to this project. The project assistant will also support the programme's advocacy and outreach activities in different European countries (organise events, distribution of publications, coordination of agendas and travel schedules).

Main responsibilities

- Provide extensive research on India's domestic issues and foreign affairs.
- Work with the programme coordinator to organise two trips to India for a selected group of European decision-makers (coordination of agenda, travel schedules, bookings, and logistical aspects on the ground).
- Identify relevant policy, advocacy and think-tank contacts and contribute to the development of the programme's network in Europe and in India.
- Develop the programme's contact database.
- Support the Programme coordinator in the advocacy and outreach activities organised in Europe and Asia.
- Work with the Programme coordinator to ensure work is completed in an effective and timely manner.

Person specification

- Highly organised individual with strong attention to detail.
- Able to work as part of a small team but confident working as part of a wider multinational group.
- Excellent interpersonal and communication skills, fluent in written and spoken English essential.
- Able to work under own initiative and with limited supervision.
- Proven experience of project management preferable.
- Proficient use of MS Office in particular word and excel.
- Able to manage multiple priorities, work towards demanding deadlines, and under pressure

TO APPLY:

Please send a one-page covering letter (with ref: ProjAsst15 in the subject line) and your CV to:
recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

Closing date for applications: Monday 13th of April 2015 at 9.00am

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful on this occasion.

STRICTLY NO AGENCIES PLEASE

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