

JOB POSTING

Research Officer – EU Project Manager

CEMA - European Agricultural Machinery Industry Association

Brussels

Job Title: Research Officer - EU Project Manager

- **Job Category:** Full Time – extended maternity leave replacement (July – December 2018)
- **Location:** Brussels
- **Travel Required:** Occasionally to meetings abroad
- **Level/Salary Range:** Negotiable depending on experience
- **Position Type:** 5 days per week – 6 months limited duration contract
- **Posting Expires:** 6 months
- **Applications accepted by:** Jérôme Bandry, Secretary General, CEMA
- **Contact e-mail:** secretariat@cema-agri.org

CEMA (www.cema-agri.org) is the European trade association representing the views and interests of the agricultural machinery industry in Brussels.

Job Description

CEMA is looking for a full-time Research Officer-EU Project Manager, **starting on 1 July 2018**, to primarily manage CEMA's participation in EU research projects and to assist in the day-to-day running of the association. One month of handover is planned with CEMA's Research Officer, who then goes on maternity leave until January 2019.

Main tasks

For the **research work**, support will be provided on H2020 projects and more specifically on:

- coordination, implementation & administration of granted projects
- liaison with members on their involvement/contribution to projects / calls
- regular reporting as required during the different phases of projects

In addition, there will be assistance in the **day-to-day** running and **management** of the association including:

- research and support in developing common industry positions on relevant European topics
- internal liaison with the membership (e.g. organization and follow up of meetings)
- implementation of CEMA's communications strategy (regular publications, website, social media)

Language requirements

- An excellent level of written and spoken English
- Additional European languages are a plus

Profile - Experience & qualifications

- Previous experience with Horizon 2020 and EU grants management
- Interest/prior expertise in agriculture, Precision/Smart Farming, Agricultural Machinery, Circular Economy is a plus
- Prior working experience in the EU arena and/or trade associations is a plus
- Graduate in engineering or similar technical background with professional experience in the engineering industry / related organisations / Research is a plus
- Ability to independently work, but consensus oriented
- Capability and assertiveness to manage working groups
- Flexibility in working time and allocation of time for CEMA work
- Willingness to travel for meetings within Europe and from time to time outside Europe

Organizational integration

- To be based in Brussels
- Most of the work is done from the CEMA office in Brussels

Ideally, we are looking for an energetic and ambitious professional with proven communications skills who is looking for a career enhancing move within the European arena. You will need to be dynamic, diplomatic, with the willingness to develop an in-depth understanding of the industry/research issues at hand. You will need to be proactive and well-organized in your dealings with the capacity to work in a team.

** Based on the qualifications and results of the applicants, the position may extend into a permanent technical officer position, reporting to CEMA's Technical Director.

Candidates should email **their CV and motivational letter by 14 June 2018 to:**
secretariat@cema-agri.org

Interviews will be held in Brussels on a rolling basis. CEMA highly encourages early applications.