

Vacancy

Project Assistant

Application Deadline | 24 June 2024 23:59 CEST



ABOUT CSDS

The [Centre for Security, Diplomacy and Strategy \(CSDS\)](#) is a research hub at the Brussels School of Governance (BSoG) of the Vrije Universiteit Brussel (VUB).

CSDS seeks to contribute to a better understanding of the key contemporary security and diplomatic challenges of the 21st century – and their impact on Europe – while reaching out to the policy community that will ultimately need to handle such challenges.

CSDS specialises in diplomacy, treated broadly and comparatively to encompass traditional statecraft and foreign policy analysis, as well as public, economic and cultural diplomacy. Furthermore, CSDS has built a robust expertise in East Asia security dynamics and is proudly hosting the [KF-VUB Korea Chair](#) and the [Japan Chair](#).

JOB DESCRIPTION

CSDS is looking for a talented, skilled and motivated profile for a Project Assistant, based in Brussels. Concretely, the Project Assistant will be supporting the team in the smooth implementation of projects and events on Europe's foreign policy, Transatlantic relations, East Asian security and geopolitics and technology, under the guidance of the Head of Projects and the Head of Partnerships & Activities.

CSDS is composed of a dynamic team of researchers, professors and project officers, where everyone plays an important role and has an impact. This position will allow the applicant to gain expertise in project management of EU and NATO funded projects by strengthening skills such as coordination, detail-oriented practices, development of internal processes, technical reporting and events organisation with high-level stakeholders.

DESIRABLE EXPERIENCE AND REQUIREMENTS

To qualify, applicants must be enrolled in an educational programme (in line with our policy on internships), ideally specialising in disciplines like European studies, political science or international relations. Additionally, it would be a plus if they were familiar with the internal working procedures of the EU institutions and/or NATO.

This position also requires excellent drafting and organisational skills, as well as outstanding time-management skills and an attention to detail and prioritisation. Our daily work is supported by MS Office tools, particularly MS Word, SharePoint, PowerPoint, Teams and Excel, so knowledge of these is recommended. Fluency in English is required.

The preferred length of the stay is from 6 to 12 months. This profile is best suited for a full-time position (37 hours/week) or 20 hours per week minimum. This position requires a physical presence, although remote work can be accepted on *ad-hoc* basis.

The incumbent would ideally benefit from an Erasmus+ or EURES grant. Applicants are welcome to suggest additional funding programmes related to their university programmes or regions, if applicable. CSDS will provide an appropriate internship agreement with a possibility of extension upon mutual agreement.

APPLICATION PROCEDURE

To submit your application, please send an email [here](#) with 'CSDS-Project Assistant Application' as the subject heading. Include your CV (x2 pages max.) and a cover letter (x1 page) detailing your experience in project management or event organisation and your particular interest in joining CSDS.

Please note that only pre-selected candidates will be contacted. Applications for the Autumn semester will close on Monday, 24 June at 23:59 CEST (Brussels time).