

The Centre on Regulation in Europe\* ([CERRE think tank](#)) is recruiting for several positions in **Project Management (Trainee, Officer and Manager levels)** to start between now and July 2022.

### Tasks

Our new colleagues will work on:

- Leading, planning and coordinating the delivery of multiple research projects in the digital, mobility and energy sectors:
  - Coordinating the pitching of new research projects to members
  - Defining delivery timelines for each project
  - Organising, preparing and running project meetings & conference calls
  - Facilitating engagement of members & external stakeholders
  - Ensuring the quality of research reports, proof-reading/editing reports
- Contributing to dissemination activities
  - Working with the Communications team on the organisation of research project-related (and other types of) events
  - Contributing to the drafting of newsletters, alerts, etc.
  - Arranging meetings with EU policymakers & other stakeholders
- Working with CERRE directors and academics to plan & coordinate streams of research
  - Organisation and preparation of internal meetings with members of the CERRE Secretariat and Academic Team
  - EU policy monitoring, especially of on-going research topics
  - Proactively pursuing contacts and opportunities to expand research activities – new areas of work, new academic colleagues to work with, etc.

Some of the topics CERRE is working on include:

- Competition and regulation of the platform economy (DMA, DSA, etc.)
- Data governance
- AI
- Connectivity and infrastructure
- Digitalisation of energy/mobility
- Electricity market design
- Energy infrastructure resilience
- Etc.

### Skills and attributes

- 6 months to 3+ years of experience in (EU) project management/public affairs/research
- Very organised, detail-oriented, delivers fast against deadlines
- Ability to manage multiple projects at the same time, excellent team player, ready to help others, solution-oriented
- Excellent command of written & spoken English (other languages always a plus)
- Excellent knowledge of Microsoft suite (project management tools a plus)
- Ability to communicate clearly with a wide range of stakeholders: academics, industry representatives, European and national institutions and policymakers

- Understanding of EU policymaking (experience in energy, digital or mobility regulation a plus) and eager to expand knowledge and develop policy experience in new areas

The positions are based in Brussels (Avenue Louise/Bois de la Cambre). Candidates should possess the right to work in Belgium/the EU and are ideally able to start as soon as possible. Competitive packages are on offer.

**To apply for this position, send your CV and a short cover letter to [am@cerre.eu](mailto:am@cerre.eu) with 'Project Management [*candidate name*]' in the subject line by June 6. Recommendation letters are also very much welcome.**

**Please note that interviews will take place on a rolling basis as of May 11. We encourage interested candidates to send their applications as soon as possible. The recruitment process will include a couple of interviews and a short written test.**

*\*The Centre on Regulation in Europe (CERRE) is a European think tank specialised in research on regulation across the digital, telecoms, media, energy and mobility sectors. The independence of our work makes us a trusted partner for stakeholders, including policymakers at European and national levels. Our 50+ members include major operators and regulators from across these industries, as well as reputable academic centres.*