



October 2023

## Eurisy Vacancy Notice

**Closing date for applications: 19th November 2023**

EURISY is an equal opportunity employer s and is committed to diversity and inclusion in the workplace.

<b>POST</b>	Project Officer
<b>DURATION</b>	Fix-end contract of one year with the opportunity to convert into an open-ended contract
<b>LOCATION</b>	Paris

### About Eurisy

Eurisy is a European non-profit association constituted under French law, based in Paris. Its members comprise space agencies and other public bodies across Europe, including the European Space Agency (ESA).

Its mission is to disseminate the use of space-based products and services so as to consolidate the benefits the space-derived innovation provides to European society, economy and environment. With this goal in mind, EURISY's role is to proactively support final user communities in making increasing use of satellite services.

EURISY's actions encompass raising awareness of the advantages of satellite information and services, advising and supporting end-users in their implementation, facilitating the dialogue between end-user communities and the space community, producing and disseminating information on end-users' culture and agenda and on their use and implementation of satellite information and services, providing European and national decision-makers with bottom-up feedback from end-user communities on their needs, etc.

In a nutshell, Eurisy acts as a facilitator of innovation, a catalyser for collaboration, a match-maker for people and organisations with common interests in advancing innovation, and as an adviser to policy makers.

### Job Description

The Eurisy Project Officer is expected to support and/or lead different activities, including research, communications, events organisation, surveys, interviews, externally funded projects' proposal development, presentations and any other tasks which are part of Eurisy ordinary activities. The Project Officer will work under the supervision of the Secretary General and in close collaboration with other team members and external partners.

The post-holder will oversee project's inputs according to the approved project documentation, in line with Eurisy's mission and operational rules. S/he will contribute to the production of substantive project contents and communication materials. The Project Officer will contribute to the overall planning of projects and participate in project communications activities, preparing contents and inputs. S/he will be responsible for the timely achievement of high-quality outputs within the assigned areas of work.

## Tasks and Responsibilities:

- **project administration:** end-to-end administration of projects (mostly European funded project HorizonEurope and Erasmus+) which may entail organising events, meetings, gatherings, ceremonies, match-making opportunities, publications and any other activities necessary for Eurisy to fulfil its objectives;
- **knowledge production:** in the framework of the projects assigned, or collaboratively with the team, the project officer will:
  - o identify and document examples of public or private entities using satellite services;
  - o gather information on the activities and priorities of Eurisy's Members, especially in relation to Eurisy's own activities;
  - o keep abreast and perform research on trends in the space sector, in terms of new technological developments, new products and service, and national and international policies and programmes;
  - o document non-technical factors that influence or hinder the adoption of satellite services by the civil society;
  - o identify user needs and study trends in various sectors, be them public or private, where space provides an added value;
- **communication:** contribute to communicating Eurisy's goals, activities and endeavours to different audiences, including user communities, service providers, the space sector and policy makers;
- **partnership development:** contribute to identifying potential partners for Eurisy from the space and non-space sectors to jointly carry out activities aimed at promoting satellite applications and, more generally, the benefits of space in those sectors.

## Qualifications

This job will offer a motivated person the opportunity to grow professionally: the post-holder will have the freedom to take on responsibilities commensurate with his/her abilities, and to take credit for his/her own success, while contributing to that of the team. The position advertised is highly operative based on a learning by doing approach to develop a set of wide-ranging skills transferable into either the private or the public sectors. As long as personal initiatives are in line with Eurisy's objectives, the post-holder will be encouraged to be proactive and thus shaping his/her own unique place within the organisation.

We are looking for an entry-level candidate with some relevant professional experience. A proven experience in the space sector or in sectors related to innovation technology will be considered as a distinctive advantage. The following are considered as essential requirements:

- Master's Degree or equivalent qualification in any scientific/technical or social science discipline;
- Fluent in English, highly articulate, with the ability to write in a clear and well-structured way;
- Solid analytical, drafting and organisational skills;
- Good communications and problem-solving skills;
- Good level of general computer literacy: Google Docs, MS Office, presentations, spreadsheets, databases, web-meeting platforms;
- Ability to learn quickly, think on your feet, be practical and adapt to a variety of situations and settings;
- Ability to develop and build a strong network of relevant partners;
- Highly motivated, curious, energetic, sociable and sensible;
- Ability to work both autonomously and in teams;
- Ability to interact sensitively and appropriately with interlocutors from different backgrounds and in different settings;
- Experience working in multicultural environments, preferably in non-profit or international organisations.

## General Conditions

- A full-time one-year position under French law with the option to convert to a permanent contract;
- A competitive remuneration package – the financial compensation will be commensurate with the qualifications and skills of the successful candidate;
- An international and multicultural work environment in an exciting and dynamic policy field.

**Specific requirement:** Candidates must have the authorisation to work in France.

## How to apply

Send your CV and cover letter (maximum 2 pages each) clearly stating your motivation relative to this job, in English, addressed to the Eurisy Secretary General, Ms Annalisa Donati, via e-mail to [eurisy@eurisy.eu](mailto:eurisy@eurisy.eu) including in the subject [SURNAME\_Project Officer]. (File attachments should be in .pdf format).

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