with society – for society

SUPPORTING RESEARCHER

Prospex Institute

New vacancy
June 2021

Practical information

- **Full-time** position
- **Location:** Brussels, Belgium
- **Starting date:** 1 September 2021
- **Contract duration:** 6 months
- **Minimum:** Master's degree
- **Apply quickly:** rolling evaluation as applications come in

Prospex Institute vzw
Victor Oudart Str. 7
1030 Brussels, Belgium

PHONE +32 2 669 5440
MAIL info@prospex-institute.org
WEB www.prospex-institute.org

VAT BE 0560 971 982 – **RPR** Brussels
IBAN BE17 7380 4175 8421
BANK KBC – BIC KREDBEBB

FOCUS

Prospex Institute searches for a supporting researcher for its stakeholder engagement work in a variety of international projects in research and other fields, such as e.g., VARCITIES, SecREEts, Bioplastics Europe, etc.

TASKS

- Support stakeholder engagement, dialogue and related processes, such as interviews, in-person, hybrid or online events and tools, also logistically
- Support junior and other consultants through research
- Help draft written reports and documents in flawless English and, as applicable, in other languages
- Support stakeholder mapping, identifying stakeholder groups mindful of concerns regarding diversity and inclusivity
- Support documentation of projects, and the preparation of presentations
- Support coordination of projects and execute a variety of stakeholder engagement assignments under the supervision of a more senior consultant and in close collaboration with other team members
- As applicable: participation in project meetings and events across Europe (COVID-19 situation
- allowing)

YOUR PROFILE

Degree, experience & interests

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- First professional experience in internship an asset – yet not required
- Interested in dialogue processes and engagement of citizens and stakeholders, also in advanced content, research and technical fields
- Interested in a variety of topics including sustainability, research and innovation

Skills & attitudes

- Very good organisational skills
- Very good skills for research, writing and reporting, content development in diverse electronic and other forms
- Proficiency in handling digital tools an asset
- A team player and able to work independently
- Open-minded, professional, pro-active, respectful and user-/customer-friendly attitude

Language, travel & location

- An excellent native or near native command of English; Italian, Spanish, Norwegian and Eastern European or other languages a strong asset
- Familiar with the Belgian/Brussels environment
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

WE OFFER

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects
- A salary package in line with this starting position
- An innovative, inspiring, and positive work environment with an open team culture
- A combination of content- and engagement-oriented work and of team- and self-guided work

WE ARE

- A highly professional, internationally recognised and growing non-for-profit organisation
- Contributing to key topics with society – for society
- With a multi-disciplinary and multi-cultural team in different locations in Europe
- Working with top level partners across Europe and beyond
- Headquartered in Brussels, Belgium, with an international network and reach
- More at www.prospex-institute.org

ARE YOU INTERESTED?

Then please fill in your application in English accessing the following link:
www.prospex-institute.org/supporting-researcher

IMPORTANT

Your application needs to be complete and include:

- The filled in application form
- Your motivation letter (one-page letter)
- Your updated CV (with biographical data and grades)
- Copies of diplomas and certificates
- At least 1 reference with contact details
- Examples of your work as applicable

We look forward to hearing from you!