



### Vacancy: Secretary (Part Time)

**NEREUS - Network of European Regions Using Space Technologies** - is an initiative of 25 regions and 39 associate members with the common objective to spread the use and understanding of space technologies across Europe. It is the key mission of NEREUS, as a unique thematic network for matters of regional Space Use, to explore the benefits of space technologies for European Regions and their citizens. NEREUS' main activities focus on:

- Political Dialogue
- Interregional Co-operation & Partnership (Promotion and Outreach)
- Technological Trends and Developments relevant for future Space Solutions and User Needs

NEREUS devotes intense communication efforts to demonstrate and explain the added value of space uses as an enabling tool solving problems or meeting challenges at regional level with a direct impact on citizens' daily lives. Since its constitution, the interregional collaboration and interaction stimulated a number of initiatives making regional space activities more transparent and closer to the citizens.

The network has a Brussels based secretariat that is in charge of liaising with relevant European institutions, international networking, coordinating NEREUS-network activities and acting as a central interface for members and external parties.

More information on NEREUS on Website: <http://www.nereus-regions.eu/>

More information on NEREUS on TWITTER-account: <https://twitter.com/nereusaisbl>

### The secretary contributes to:

- a) Supporting the Management of NEREUS Network
  - Handling requests by members and interested parties;
  - **Bookkeeping and financial records** (Financial Monitoring, preparation of documents for treasurer and other parties, preparation of financial documents for MB, book-keeping, budget, management of membership fees and related correspondence with regions, create invoices, track and process payment requests, and liaise with financial administration to ensure timely payment;)
  - Ensuring the **efficient administration of the NEREUS office**: administrative procedures for the NEREUES organisation (e.g. publication procedure in Monitor Belge etc.), archives, filing, document management system;
  - IT support
  - Logistics (event/meetings organisation, rooms, catering, office supplies)
  - Support meetings organisation: including preparation of documentation, event logistics, etc.
  - Handling requests by NEREUS members or external parties by e-mail and telephone in an efficient and timely manner (Secretariat is interface for NEREUS organisation);
- b) Supporting the Secretary General and the Communication / Project Officer with the implementation of the NEREUS-Work program:

- **Data base/contact management:** establishing and regular updating of a comprehensive computerised contact data base, address database, including creating and updating of mailing lists, contact management etc.;
- **Supporting preparation of EU/ESA-proposals and bids,** supporting the team with project related matters;

▪ Required skills:

Education and experience:

- Post secondary education
- Relevant professional experience, previous position as assistant

Key competencies:

- Excellent proofreading and editing skills.
- Very good proficiency with word processing and knowledge of office automation systems (Word, Excel, Access, Outlook, PowerPoint as well as Missions) as well as Internet competencies
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines; effective organisational skills
- Ability to work in multi-cultural work environment.
- Effectively organize and prioritize workload;
- Strong interpersonal skills and ability to establish and maintain harmonious and effective working relations
- Commitment to quality and service.

Language

- High standard of spoken and written English together with a good standard of spoken and written French; knowledge in another European language is a welcome asset;

General Info

- Part Time Position (50%; 20 hours per week)
- One year contract (possibility for renewal)
- Approx. 15.000 EUR annual/brut salary

Selection Criteria:

- Relevant professional experience
- Ability to express oneself and work in English
- Ability to find practical solutions and manage people and processes
- Proven strong organisation skills

Contact

In case of interest, please send your candidacy **until latest Friday, 18<sup>th</sup> January 2019** to the NEREUS-secretariat ([info.nereus@euroinbox.com](mailto:info.nereus@euroinbox.com)).