



The **IHE Delft Institute for Water Education** offers graduate education in Delft, The Netherlands, and carries out research and capacity building projects all over the world. The mission of IHE Delft is to contribute to the education and training of professionals and to build the capacity of sector organizations, knowledge centres and other institutions active in the fields of water, the environment and infrastructure in developing countries and countries in transition.

IHE Delft has a permanent staff of 180, of which 90 are scientific staff, while about 250 guest-lecturers from academia and industry contribute to the educational programme. Each year 750 participants (incl. about 200 new MSc students per year) from all over the world attend the various regular and short courses at IHE Delft. The institute has an international staff & student community with English as the working language.

The **Integrated Water Systems & Governance (IWSG) department** covers a broad range of disciplinary knowledge – sociology, law, economics, public administration, political science, information technology, mathematics, hydrological and hydraulic modelling sciences, engineering, knowledge management and innovation studies. The department coordinates two Horizon 2020 projects for which it intends to recruit a:

Project Assistant (m/f) - 0.89 FTE

The Project Assistant supports the Project Director in the project management and implementation of the two projects by providing 1) administrative support for the project management activities of the projects; 2) logistical and organisational support for selected implementation activities of the projects and 3) communication support (internal and external). S/He keeps relevant contacts with concerned project partners and stakeholders, designs and produces reports and organises online and international meetings/events.

We offer a dynamic and challenging position in an international environment. The Project Assistant will have the unique opportunity to support two H2020 projects that are both focused on Africa and Europe, involving close to 30 diverse partner organisations on these two continents. The tasks will be challenging since project coordination has to ensure the delivery of concrete project outputs by the various partners at pre-determined and fixed dates.

Responsibilities

- Assist the Project Director in the day-to-day management and implementation of projects
- Monitor the progress and achievement of project activities;
- Communicate effectively with project partners worldwide to ensure successful delivery of tasks and deliverables;
- Facilitate communication & collaboration among partners through mailing lists, intranet tools and online collaborative tools
- Regularly and structurally gather and save data/documents in the project information tools (incl. version management)
- Maintain the projects' mailboxes
- Maintain a Risk Management Register and Change Management Register
- Contribute to the financial and activity reports;
- Contribute to the annual work planning and reporting
- Monitor time writing & costs attributed to the projects

- Organise online and international meetings/events;
- Prepare agendas, take minutes and keep track of action points
- Book flights, hotel & meeting venues and assist with visa applications;
- Post-event coordination, such as processing declarations;
- Contribute to the project's online presence (websites, social media, newsletter, MOOCS, webinars, etc.);
- Design, order and restock promotional materials (flyers, posters, banners, etc)
- Other "ad hoc" project administration tasks.

Requirements

- BSc Degree and/or comparable experience within the areas of project management and administration;
- Minimum 2 years of professional experience as Project Assistant or similar position;
- Experience with working in an international environment, especially Africa;
- Excellent interpersonal skills within a multi-national and cultural context; and ability to deal with a wide range of partners;
- Excellent command of English; very strong verbal and written communications skills
- Ability to disseminate information and to make requests in a clear and persuasive manner
- Patient and persistent
- Proactive and able to work independently;
- Diligent, structured and accurate
- Team spirit and flexible;
- Good organisational skills and multi-tasking ability;
- Able to work under pressure and to tight deadlines.
- MS Office Suite in-depth knowledge essential;
- Knowledge of databases, ERP and/or Project admin tools is an asset;
- Excellent English (preferably mother tongue or native speaker level); other UN languages (especially French) are an asset;
- Web experience;
- Knowledge of EC Research programmes (e.g. H2020, FP7, or similar) would be an asset

Terms of employment

This position is, in principle, for 2 years (34 hours per week), however the first contract offered is always for one year. There is a possibility of extension for up to four years. The position is based in Delft, The Netherlands. A competitive salary (grade 9-10) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP). Candidates must be prepared to carry out short-term missions abroad.

Information and application

Applications (in English), should respond specifically to the requirements, and can be sent until **July 4th, 2017** including curriculum vitae, motivation letter and the names and contact details of two contactable referees (*all together as one PDF file with your family name as the filename*), to IHE Delft, attn. Human Resource Management (E: vacancies@unesco-ihe.org), stating vacancy-number **17-IWSG-08**.

Reactions from staffing agencies and other 3rd parties are not appreciated.