

**INESC TEC | Project Officer (AE2025-0350)**  
**INESC TEC**

Direct Link: <https://www.AcademicKeys.com/r?job=260934>

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Posted Aug. 8, 2025, set to expire Dec. 8, 2025

<b>Job Title</b>	INESC TEC   Project Officer (AE2025-0350)
<b>Department</b>	SRI
<b>Institution</b>	INESC TEC BRUXELAS, , Belgium
<b>Date Posted</b>	Aug. 8, 2025
<b>Application Deadline</b>	Aug. 21, 2025
<b>Position Start Date</b>	Aug. 7, 2025
<b>Job Categories</b>	Graduate Student
<b>Academic Field(s)</b>	Political Science - General
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<b>Job Description</b>	

**Support for the management and implementation of European projects, focusing on operational execution, task coordination, communication with partners and support for the institutional visibility of the INESC system in the European R&D ecosystem.**

**Work description**

We are looking for a motivated, organized, and versatile Project Officer to join our team at the INESC Brussels HUB. As part of a small and dynamic structure, the successful candidate will provide direct support to the HUB Manager in the practical execution of ongoing European projects, focusing on strategic initiatives at the intersection of science, technology, and public policy.

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This position offers a unique opportunity to work in an international environment, collaborating with high-level partners and contributing to the implementation of projects under the Framework Programme for Research and Innovation and other programs and instruments with European impact.

We are looking for someone with a strong sense of responsibility, attention to detail, and a desire to grow professionally, who is capable of learning by doing, adapting to different tasks and contexts with a spirit of initiative and service.

### **Academic Qualifications**

- Bachelor's or Master's degree in Management, European Studies, Engineering, International Relations, Political Science or related field.

### **Minimum profile required**

- Up to 3 years of professional experience, including internships, in European projects, science administration, or international collaboration.
- Basic knowledge of project management methodology.
- Ability to organize, plan, and monitor activities in a project environment.
- Skill in writing reports, presentations, and other technical and operational documents.
- Initiative, quick learning, and ability to adapt to diverse contexts.
- Excellent organizational and time management skills, with the ability to effectively balance multiple priorities.
- Fluency in English (required).
- Familiarity with digital collaboration platforms and remote work tools.

### **Preference factors**

- Fluency in Portuguese and other EU languages is a plus.

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**Application Period**

Since 07 Aug 2025 to 21 Aug 2025

**Scientific Advisor**

[Ricardo Miguéis](#)

For more information: [Click Here](#)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Belgium

**Contact E-mail**      rh@inesctec.pt