



Job description:

Expert international project development

Organizational support

1. Context of the job	
1.1. Values of the Flemish government	
The Flemish government is an open and agile organization that actively anticipates the evolutions and needs in society. Together with all stakeholders, we work on a sustainable service in trust and in the common interest.	
1.2. Positioning	
To whom do you report?	Manager Organization Support
Which team do you belong to?	You are part of the Organization Support team.
What role do you play in the team?	<ul style="list-style-type: none"> You are proactively looking for opportunities for EV INBO, such as improving access to calls, research networks, etc. You act as a point of contact in your team and the entire organization regarding EV INBO matters.
1.3. Quantitative data	
Budgets (stating the type of impact the job holder has):	<ul style="list-style-type: none"> Achieving the target value for the performance indicator (KPI) for externally funded projects follow-up of the EVINBO budget
2. Purpose of the function	

The Own Capital of INBO (EV INBO) is the part of INBO where projects are realized that are primarily based on external financing. The INBO has 190 employees and its Own Capital currently employs ca. 50 people, mainly researchers and technicians. The EVINBO employees are embedded in the INBO research and support teams. Substantive follow-up takes place within the autonomy of the teams.

Your assignment includes the following components:

- You develop an international network and maintain good contacts with relevant partners within and outside the Flemish government, and within and beyond national borders; you represent EVINBO in relevant regional, national and international consultative bodies, in close consultation with the Administrator-General, insofar as it concerns potential program or project funding; you can rely on employees in the organization support team to carry out tasks for the administrative, financial, legal and personnel follow-up of the externally funded projects;
- You develop substantive and strategic insights into various calls that are potentially interesting for the realization of the position paper;
- In the context of the INBO position paper, you proactively look for opportunities to fulfill the objectives formulated in it by acquiring external resources; you do this in close consultation with the INBO program coordinators, the management team and the research teams;
- You support project developers in drawing up project proposals and completing the necessary documents and information.

Examples of activities:

- You actively screen the market for potential assignments and ensure alignment with the objectives and research priorities of the organization;
- You actively form consortia and network in the context of the development of proposals;
- You stimulate project leaders to increase the social relevance and stakeholder participation in the project proposals (impact);
- You support the writing process in the preparation of project proposals and applications;

3. Result areas

Result	Examples of activities
<p>Needs analysis (Proactively) analyzing the needs of the organization and customers with the aim of obtaining a correct picture of the opportunities and needs.</p>	<ul style="list-style-type: none"> ● You actively look for funding channels for projects that can contribute to the objectives and priorities of the organization that are included in the INBO position paper and its successors; ● You systematically screen the Procurement Bulletin and other publications and websites where research assignments are formulated, or where calls are launched,...; ● You flag opportunities to the research teams and the management team; ● You maintain close contact with the international / EU organizations that manage and issue research funds with a view to aligning their needs and the

	<p>INBO goals;</p> <ul style="list-style-type: none"> • You use these contacts proactively in the development phase of calls and research programs of the aforementioned organizations in function of the INBO goals; • You maintain intensive contacts with the international organizations of which INBO is part (Alternet, LTER-Europe, Euforgen, Lifewatch,...); • You ask project coordinators and interested project developers about their needs and requirements regarding project development and implementation.
<p>Expand and / or optimize services Based on the policy and the needs analysis, proactively defining, implementing and adjusting the services within the field with the aim of supporting the internal customer and the organization in the best possible way.</p>	<ul style="list-style-type: none"> • You support the EV INBO project leaders in the preparation and concrete elaboration of their projects. You give them insights into the focus and expectations of the calls, so that they can efficiently focus on project development. • You ensure proper guidance of project leaders in the preparation of quotations by the EVINBO employees within the team • You supervise the final offers before they are submitted to the chairman of the EVINBO management committee for signature • You offer support in drawing up quotations and contracts and in completing documents for the European Commission and other funding channels. • You help think along about the follow-up to the current INBO position paper in terms of content and external project possibilities via external financing • You provide support in drawing up quotations and contracts in completing documents from the European Commission and other funding organizations; • You guarantee a dynamic / agile operation of EVINBO (with short deadlines, and planning that must be adjusted regularly)
<p>Advice Advise internal customers both on demand and proactively with the aim of offering expert solutions to issues or problems.</p>	<ul style="list-style-type: none"> • You advise (EV) INBO project developers in the project development process
<p>Communication and contacts Communicating about the service with the aim of informing (internal) customers and encouraging them to use the service.</p>	<ul style="list-style-type: none"> • You investigate the possibilities and the pros and cons of developing a sustainable cooperation structure with external partners, such as other scientific institutes and universities, aimed at collaborating on an equal basis in the development of (international) project proposals and their successful implementation; • You network with potential customers and research partners with the purpose of guiding future research opportunities in line with the objectives of the INBO; • You report to the director of the INBO and the management committee of the EVINBO; • You report to the management team on EVINBO project matters on a regular basis; • You take care of / coordinate internal communication in connection with potential projects;

	<ul style="list-style-type: none"> • You stimulate the international operation of EVINBO through recurring information moments; • You develop a network of contacts to ensure that the organization is always aware of opportunities and potential projects; • You work in a participative way with the project coordinators.... • You liaise with the research coordination of the relevant Directorates-General of the European Commission and with the regional / national contact points for the EC • You participate in the information and training initiatives of the European Commission and the European-focused regional, national and international organizations regarding their research programs and interaction • You profile the EV INBO internationally and make the INBO research internationally known (in collaboration with employees of the communications team)
<p>Knowledge of the field</p> <p>Actively updating and exchanging knowledge and experience in the field with the aim of optimizing the quality of the service.</p>	<ul style="list-style-type: none"> • You will further develop your skills in understanding (inter) national research institutions and research fund managing bodies. • You have expertise regarding submission procedures and the preparation of project proposals for international calls, and / or expand them further. • You participate in training activities organized by INBO that are relevant to the performance of your duties.
<p>Project participation</p> <p>Leading or participating in (sub) projects or working groups with the aim of contributing to the realization of the agreed project objectives.</p>	<ul style="list-style-type: none"> • You actively participate in the regular consultation moments between the program coordinators, and in the various substantive horizontal working groups, in order to form a good picture of the research needs that exist to fill in the INBO position paper
<p>Impact on budgets</p> <p>Responsible for the preparation and defense of the budget proposal, management and follow-up of the allocated budget, with the aim of using the budget optimally for a high-quality service.</p>	<ul style="list-style-type: none"> • You actively seek resources for position paper-related research through external funding. • You supervise the price policy, established by the MT, together with the team colleagues. • Together with colleagues from Finance and Budget, you further optimize the system that ensures that income and expenditure are aligned on an annual basis.

4. Competency profile

4.1. Behavioral competences

Taking responsibility - level 2	Customer focus - level 2
Collaboration - level 2	Vision - level 2
Analyzing - level 3	Judgment - level 3
Flexibility - level 2	Networking - level 3

4.2. Job-specific technical competences

- You know the project market in the field of biodiversity and ecosystem services related research.
- You have sufficient scientific insight to be able to detect opportunities for EVINBO;
- You have in-depth knowledge of project management.
- You have experience with the financial aspects of project proposals.
- You have knowledge of the legal aspects related to the drawing up of contracts and quotations.
- You can work smoothly with Google applications, and with the Office applications Word, Excel, Access and PowerPoint.
- You have a well-developed knowledge of languages, with a very good knowledge of English, and basic knowledge of Dutch.
- You have good knowledge of the research programs of the European Commission (including Horizon Europe) and other international organizations
- You have good knowledge of the European GDPR regulations

5. Other job-relevant information

Mandatory selection criteria:

- Master's degree in Science, Bioscience Engineering
- You have 3 years of relevant professional experience with project development.
- basic knowledge of Dutch

Desired criteria:

- You have experience with international projects and development of international project proposals.
- You have experience with the operation of an equity.

HOW TO APPLY ?

You can apply up to and including Friday October 16. To apply, email your motivation letter and CV to rekrutering@inbo.be

SELECTION PROCEDURE

- Pre-selection based on your motivational letter and CV.
- On November 3 or 6 (subject to change), interviews will take place and a case will have to be worked out to gauge the motivation and knowledge of the position.
- You can count on a smooth and discreet handling of your application and ask for feedback after the selection procedure.

Our Offer

- A full-time contract of indefinite duration at INBO's Own Capital (EV INBO)
- An exciting and challenging position.
- You will find yourself in a dynamic organization that has an eye for innovation and strives for permanent improvement of their services.
- You will have ample opportunities with regard to training, further training and support with modern ICT resources.
- The workload can be high, but serious efforts are made to combine work with the private situation as optimally as possible: we offer you 35 days of vacation per year and a system of flexible working hours.
- Your commute by public transport and your hospitalization insurance are free.

- You will receive meal vouchers of € 7 per day worked.
- You will be recruited in the degree of scientific attaché (scale A165 / A166 / A167). For more information about the corresponding salary scale and the terms of employment at the Flemish government can be found at <http://www.vlaanderen.be/nl/vlaamse-overheid/werken-bij-de-vlaamse-overheid/uw-salaris>.
- In addition to seniority in the public sector, relevant professional experience in the private sector or as a self-employed person may also be recognized by the line manager, based on the job requirements. Relevant professional experience in the private sector can be remunerated for up to 20 years.
- Your talent is more important than your gender, gender, origin, age, orientation, disability or chronic illness. Apply and contribute to a diverse Flanders of tomorrow!
- Persons with disabilities can request structural and / or organizational adjustments from the INBO emancipation officer via davy.verspeet@inbo.be.

Want to know more ?

For additional information about the content of the position, please contact:

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For additional information about the selection procedure and terms of employment, please contact:

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