



The **Leuven Centre for Global Governance Studies** is looking for a

## **Project Manager (f/m) - ABV2009257**

The Leuven Centre for Global Governance Studies, an interdisciplinary research centre of the Humanities and Social Sciences at the University of Leuven, initiates and encourages research initiatives in relation to globalization, governance processes and multilateralism, with a particular focus on the following areas: (i) the European Union and global multilateral governance; (ii) trade and sustainable development; (iii) peace and security; (iv) human rights, democracy and the rule of law.

### **Duties**

The Project Manager has two main tasks:

- Project Management and Conduct Research
- You are responsible for attracting research funding mainly via demand-driven research projects and project proposals.
- You coordinate the submission of academic research proposals by the senior members of the Centre.
- You conduct research and manage research projects either as a project leader or in co-operation with the academic promoters.
- You prepare and follow up meetings in the framework of project proposals and ongoing projects.
- You follow the relevant literature and stay on top of the current major developments in selected research and policy areas.
- You publish papers, reports, policy briefs and actively participate at the conferences and you coordinate day to day activities of the Centre. This includes:
- You organize and coordinate academic events such as seminars, workshops and international conferences.
- You assist in resources management (including the coaching of the support staff) and financial management of the Centre.
- You manage the publications of the Centre including, inter alia, working papers, policy briefs, annual report and you manage the databases of the Centre: publication database, project database, email listings.
- You contribute to the visibility of the Centre ('branding') via participation in relevant events.
- You provide first-line academic support for the director of the Centre.

### **Your profile**

We are looking for a highly motivated and dedicated individual with the following profile:

- You have a PhD. Or at least a Master degree in political science and/or law with excellent results from a leading University.
- You have at least 5 years of relevant research experience and have proven project management skills and you can demonstrate research interest in at least one of the core areas of the Centre.
- You have a proven publication record including international publications.
- You are able to coach junior researchers and collaborators and you have a keen interest in research methodology and are willing to further specialize.
- You are open to interdisciplinary research.
- You have excellent analytic skills and are able to summarize and present a large amount of information in an intelligent way.
- You are able to work in a research team involving junior and senior colleagues and can organize your own activities
- You are able to handle stress and deadlines and are familiar with multi-tasking.
- You have excellent command of the English. Knowledge of Dutch and French is a strong plus.
- You have excellent reporting, writing and presentation skills.

### **Our offer**

We offer an appointment started at 2010, February 1st for 1 year, renewable after positive evaluation. You will work in a dynamic interdisciplinary research environment. The project manager can rely on a dedicated support staff.

### **Interested?**

Please visit <http://www.kuleuven.be/vacatures> and apply online.

For more information about the job description, please contact Prof. dr. J. Wouters, [jan.wouters@ggs.kuleuven.be](mailto:jan.wouters@ggs.kuleuven.be)  
Applications must be received **no later than 17-01-10**.

K.U.Leuven carries out an equal opportunity and diversity policy.