

WE'RE HIRING



EU PROJECT ADMINISTRATION OFFICER PART-TIME

The **European Network of Research Ethics Committees (EUREC)** is looking for a motivated **EU Project Administration Officer (50%)** to join the **EUREC Office** team.

This role offers a unique opportunity to contribute to the effective management of EU-funded projects and to support key initiatives and collaborations across Europe. The position is **based in Germany**, with candidates ideally located in the **Bonn-Cologne region (remote work possible)**.

About EUREC

EUREC connects research ethics committees with other ethics bodies, such as national ethics councils and the European Commission's ethics review system. As the research and administration pillar of the network, the EUREC Office is involved in multiple EU-funded projects on research ethics, research integrity, ethics advice to policy, and responsible research and innovation. For more details on our current projects, please visit [here](https://eurecnet.eu/).



<https://eurecnet.eu/>



Main Responsibilities

- Provide **administrative support for EU-funded projects** (i.e., Horizon Europe)
- Assist with **financial reporting, project documentation, and accounting**
- Manage **timesheets** and **monitor personnel costs**
- Support project management, reporting, and partner communications
- Assist with **audits, documentation**, and compliance requirements
- Help coordinate internal project administration processes

Your Profile



- Experience in **EU project administration** (e.g., Horizon 2020 / Horizon Europe)
- **Knowledge of financial reporting and project accounting**
- Familiarity with timesheet systems and **EU funding rules**
- Strong **organizational skills** with attention to detail
- Fluent in **German and English** (written and spoken)
- **Residence in Germany**, preferably in the **Bonn-Cologne region**

What We Offer

- **Part-time** role (50%)
- **Flexible** working model: **remote** work with the option to work from our office in **Bonn**
- **30 days of paid vacation** per year (pro rata for part-time)
- **Competitive salary** in line with TV-L, depending on experience
- **Flexible working arrangements** supporting work-life balance
- **Contract:** initial two-year fixed-term contract (with the possibility of extension)
- **Start date:** as soon as possible
- A **supportive, international team** with a collaborative working culture
- A **dynamic work environment** within EU-funded projects

How To Apply

- If you are interested, please send your CV and cover letter as well as relevant references in **one pdf** document to: **jobs@eurecnet.eu**
- For further questions, please contact: **Dorothee Güth** (gueth@eurecnet.eu)
- Application deadline: **Open until filled**

