

The European Cyber Security Organisation (ECSO) ASBL – www.ecs-org.eu – is a fully self-financed non-for-profit organisation under the Belgian law, established in June 2016. Since 2016, ECSO has been the privileged partner of the European Commission for the implementation of the European Cyber Security Public-Private Partnership (cPPP). ECSO Members include a wide variety of stakeholders such as large companies, SMEs and start-ups, research centres, universities, clusters and associations, users and operators, as well as local, regional and national administrations. ECSO Members originate from EU Member States, countries part of the European Economic Area (EEA), the European Free Trade Association (EFTA) and H2020 associated countries. The main goal of ECSO is to coordinate the development of the European Cybersecurity Ecosystem supporting the protection of European Digital Single Market, ultimately contributing to the advancement of European digital sovereignty and strategic autonomy.

ECSO is looking for a full time

Junior Manager for the SME Hub & Cybersecurity Marketplace

Job Description and responsibilities

Under the supervision of the Coordination Manager in charge of the investments, support to SMEs, regions and Digital Innovation Hubs (part of the WG2 and WG4 of ECSO), the Junior Manager will be tasked to develop, promote and deploy an online platform dedicated to SME services in the European cybersecurity ecosystems. In particular, the Junior Manager will contribute to the following tasks:

PROJECT / PRODUCT MANAGEMENT

- Manage the execution of the SME Hub Platform and in particular of the Registry Marketplace.
- If needed, support the Label “Cybersecurity Made in Europe”, which is also part of the SME Hub initiative.
- Collection & statistical analysis of large amount of data from ECSO Members and external stakeholders to keep the Registry marketplace database updated.
- Drive the evolution of the marketplace’s features with the support of different stakeholders.
- Coordinate the sustainability requirements of the platform in terms of promotion and revenue generation.
- Manage the relationship and contractual terms with the service provider of the SME Marketplace Platform.
- Ensure the support to “sales”, and collaborate with the Marketing and Communications Manager on external communication activities for the services provided by the SME Hub.
- Support the Marketing and Communications Manager with the dissemination process and identifying areas of improvement considering evolving needs.
- Report to the Coordination Manager with all the essential changes and issues linked to Marketplace services.

SUPPORT TO POLICY AND OTHER ACTIVITIES

- Assist the Coordination Manager in the preparation of events and meetings with investors, SMEs and other relevant stakeholders.

- Collect relevant information from members and any other stakeholder needed to complete the objectives related to SMEs and the Marketplace.
- Contribute to the development and implementation of the strategic priorities and work plan of the Working Group dealing with these issues.

Requirements

- Relevant degree from a university or business school in economics, business management, political sciences, marketing, etc.
- Strong analytical (numeric & strategic) and process thinking capabilities.
- Effective communication and organisational skills.
- Ability to multitask and work under strict deadlines.
- Proactive, flexible and a self-starter are important pre-requisites. The ideal candidate should be able to work under minimum supervision.
- Prior EU project management experience would be an advantage.
- IT-skills: Advanced use of MS Office (Outlook, Word, Power Point and especially Excel), info graphic, statistical analysis software, etc. Previous experience in managing a CRM database would be an asset.
- Excellent knowledge of English is a must. Proficiency in other European languages would be an asset. Excellent command of German could be an advantage.

What we offer

ECSO offers a challenging and interesting **full-time** position with real development opportunities. Please send your CV and Cover Letter to **daniilo.delia@ecs-org.eu** and **milda.kaklauskaitė@ecs-org.eu**. The deadline to submit your application is the 15th January 2022.

Starting Date: the 1st March 2022.

Location: Brussels

Contract duration: 12 months CDD renewable once, with possibility to be extended in a CDI.

Only shortlisted candidates will be contacted.

In accordance with the GDPR, ECSO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By submitting an application, you consent to the processing and storage of your data. Your data will be made available to the Secretary-General as well as the administrative personnel responsible for the recruitment process. You can withdraw your application and the right to process the data that you have provided to us at any time by sending an e-mail to secretariat@ecs-org.eu