

The European Cyber Security Organisation (ECSO) ASBL – [www.ecs-org.eu](http://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

## **Regional Policy/European Digital Innovation Hub Junior Manager**

### **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 and promote the network and the activities of specialised regional cybersecurity ecosystems. In particular, the Junior Manager will contribute to the following tasks:

#### **PROJECT MANAGEMENT**

- Develop and maintain the network of regional authorities and cybersecurity clusters.
- Manage the execution of ECSO commitments in EC inter-regional projects (INTERREG CYBER, Smart Specialisation – S3 Platform, including the creation of a European network of cybersecurity DIHs), Interregional Innovation Investments Instrument (I3), including the European Digital Innovation Hubs (EDIH) and Digital Transformation Accelerator (DTA).
- Coordination with partners for the preparation of project proposals linked to these topics/programmes.
- Coordination with partners for preparation, review and submission of technical deliverables and reports for EC projects with ECSO participation (e.g. monitoring report of the S3 platform).
- Project financial and technical follow-up, ensuring compliance with EC rules (mainly Digital Europe Programme and ERDF).
- Draft the essential elements on KPIs and all the documentation based on the requirements that the EC needs to follow up with in the implementation.
- Represent ECSO at international events related to the projects and consortium meetings.
- Support the dissemination process of the different projects and identify areas of improvement according to evolving needs.

#### **SUPPORT TO POLICY AND OTHER ACTIVITIES**

- Draft discussion papers and briefing notes, support in drafting meeting minutes.
- Assist the Coordination Manager in the preparation of events and meetings with EC representatives, regional authorities and other relevant stakeholders (other European



association such as ERRIN, EURADA, Vanguard Initiative).

- Contribute to the development and implementation of the strategic priorities and work plan of the Working Group dealing with regional activities.

## Requirements

- Relevant degree from a university or business school in economics, business management, political sciences, marketing, etc.
- Experience in managing projects with international stakeholders. Previous experience with a European network of regions is a real differentiation factor.
- Effective communication and organisational skills.
- Ability to multitask and work under strict deadlines.
- Quick, clear and concise drafting and reporting skills.
- Proactive, flexible and a self-starter are important pre-requisites.
- IT-skills: Advanced use of MS Office (Outlook, Word, PowerPoint and especially Excel), info graphic, statistical analysis software, etc. Previous experience in managing a CRM database.
- Excellent knowledge of English is a must.

## What we offer

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

Starting Date: the 1<sup>st</sup> 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](mailto:secretariat@ecs-org.eu)