

**The International Life Sciences Institute, Europe  
is seeking an exceptional scientist for the post of**

## **Scientific Project Manager**

The International Life Sciences Institute, Europe (ILSI) is based in Brussels, Belgium. Its team comprises 20 persons of different nationalities. The International Life Sciences Institute is a non-profit, worldwide foundation established in 1978 to advance the understanding of scientific issues relating to nutrition, food safety, toxicology, risk assessment, and the environment.

### **Do you fit the following profile?**

- PhD or MSc in life sciences (food safety, toxicology, nutrition, biology, agriculture),
- experience in food safety issues and/or nutrition science and/or environmental issues,
- experience in scientific and financial project management, preferably in an international organisation,
- reliable, flexible, dynamic and constructive team player with good communication skills,
- excellent command of written and spoken English,
- good coordination skills,
- working or long-term education experience in Europe,
- able to obtain a working permit in Belgium, if needed,
- grant acquisition experience is not essential but would be valuable.

### **Task overview:**

Coordinating task force and expert group activities. This includes:

- organising meetings with scientists from academia, industry and public sector, developing the agenda, writing the minutes, and coordinate follow up of these meetings,
- coordinating publications, including reminding contributors of their duties, manuscript assembly, submission and correspondence with editors of scientific journals,
- organising scientific meetings/ workshops /symposia,
- keep up to date with relevant scientific developments related to the task force work, including that of international organisations,
- presenting the outcome and impact of the task force activities in meetings and conferences,
- planning and implementing the task force budget,
- establishing contact with renowned scientists and coordinating their work.

### **We offer:**

- a multicultural, dynamic, flexible working environment,
- excellent networking opportunities with academic, industry and public sector scientists,
- involvement in scientific projects and programmes, including EU-funded projects,
- initially a one-year contract, with renewal options.

### **How to apply:**

Please send only your covering letter, full CV in English by email to [application@ilsieurope.be](mailto:application@ilsieurope.be)

For the attention of the Executive and Scientific Director

Subject matter: your name, date, application SPM2018

**Deadline is 28 February 2018**

**Only selected candidates** will be invited for an interview. More information on ILSI Europe at [www.ilsieurope.be](http://www.ilsieurope.be)