



with society – for society

JUNIOR CONSULTANT

Full-time position – Ljubljana, Slovenia

Job opening
1 January 2022

To the attention of:

- Full-time position
- Location: Ljubljana, Slovenia – with strong link to Brussels, Belgium
- Starting date: 1 February or 1 March 2022
- Minimum: 1-5 years of work experience
- Apply quickly: rolling evaluation as applications come in

FOCUS

Prospex Institute searches for a junior consultant with 1 up to 5 years of professional experience to support its content-related stakeholder engagement work in a variety of projects in research and other fields, in Slovenia, the Southeast European region, across Europe and beyond (see e.g., WaterLANDS, SecREETs, VARCITIES, Bioplastics Europe, etc.).

TASKS

- Perform and support research, engagement, behaviour change and strategic processes with stakeholders, including interviews, contribution to in-person, hybrid or online events and processes
- Support online and offline dialogue processes, including their preparation, also logistically
- Contribute to shorter term consultancy projects in a variety of fields
- Perform stakeholder mapping, identifying stakeholder groups and help articulating a strategy on how to engage with specific groups, mindful of concerns regarding diversity and inclusivity
- Draft written reports and documents in flawless English and Slovenian
- Provide and support assessments, qualitative and quantitative analysis
- Support the coordination of projects and execute a variety of stakeholder engagement assignments under guidance and supervision of a more senior consultant and in close collaboration with other team members
- Participation in project meetings and events across Europe (COVID19-situation allowing)

YOUR PROFILE

Degree and experience

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- Work experience of 1-5 years (including internships)
- Not required, yet an asset: experience with EU research & innovation programmes/projects

Knowledge and interests

- Interested in dialogue processes and engagement of citizens and stakeholders, also in advanced content, research, and technical fields
- Interested in a variety of topics including sustainability, research, and innovation

Skills and attitudes

- Excellent skills for writing and reporting, content development in diverse electronic and other forms, including handling the tools concerned
- Excellent assessment and analytical skills
- Very good organizational and project management skills
- A team player and able to work independently
- Professional, open-minded, pro-active, respectful, and user-/customer-friendly attitude

Language, location & travel

- An excellent native or near native command of Slovenian and English
- Serbian, Croatian, and other languages a strong asset
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

WE OFFER

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects
- An innovative, inspiring, and positive work environment with an open team culture
- A combination of content- and engagement-oriented work and of team- and self-guided work
- Appropriate remuneration

WE ARE

- A small, highly professional, and internationally recognized non-for-profit organization
- Contributing to key topics *with society – for society*
- Believers in the value of dialogue
- Working with top level partners across Europe and beyond
- Based in Brussels, Belgium, with a hub of collaborators in Ljubljana/Slovenia; contributors across Europe and featuring an international network and reach
- More at www.prospex-institute.org

ARE YOU INTERESTED?

Then please fill in your application in English accessing the following link:
www.prospex-institute.org/vacancy-junior-consultant-slovenia

IMPORTANT

Your application needs to be complete and include:

- The filled in application form
- Your motivation letter (one-page letter)
- Your updated CV (with biographical data and grades)
- Copies of diplomas and certificates
- Reference letters of previous employers
- A minimum of 2 references with contact details
- Examples of your work as appropriate
- And relevant requests

We look forward to hearing from you!