



*with society – for society*

## SUPPORTING RESEARCHER

Fulltime entry-level positions in Berlin

Starting position, 6-months contract; minimum: Master's Degree

Starting date: 1 July 2022

**Open invitation to apply for current job opening at Prospex Institute vzw**

---

Prospex Institute searches for supporting researchers for its stakeholder engagement work in a variety of international projects in research and other fields, such as (indicative and not limited to) EXCESS, DECIDE, BIOPLASTICS EUROPE, CIMPA, ABSOLEU, etc. The new colleague will join our multi-national team in Berlin (Germany).

### WE ARE

- A highly professional, internationally recognised and growing non-for-profit organization
- Contributing to key topics with society – for society
- With a multi-disciplinary and multi-cultural team in different locations in Europe
- Working with top level partners across Europe and beyond
- Headquartered in Brussels, Belgium, with teams in Berlin and Ljubljana and with an international network and reach; more at [www.prospex-institute.org](http://www.prospex-institute.org)

### YOUR PROFILE

**Degree, expertise**

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- Knowledge in the area of stakeholder dialogue, participatory, co-creative processes

### Experience, interests

- First professional experience in internship an asset – yet not required
- Interested in dialogue processes and engagement of citizens and stakeholders, also in advanced content, research and technical fields
- Interested in a variety of areas and topics including sustainability, research and innovation, energy, health and others

### Skills and attitudes

- Very good organizational skills
- Very good skills for research, writing and reporting, content development in diverse electronic and other forms
- Proficiency in handling digital tools
- Aptitude to support short- and long-term consultancy projects
- A team player and able to work independently
- Open-minded, professional, pro-active, respectful and user-friendly attitude

### Location, language & travel

- Languages: for all locations an excellent native or near native command of English
  - Additionally for Berlin: a very good command of German (B2); additional languages an important asset
- Familiar with the context and environment in the location in question
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

## TASKS

- Support stakeholder engagement, dialogue and related processes, such as interviews, in-person, hybrid or online events and tools, also logistically
- Support junior and other consultants through research
- Help draft written reports and documents in flawless English and, as applicable, in other languages
- Support stakeholder mapping, identifying stakeholder groups mindful of concerns regarding diversity and inclusivity
- Support documentation of projects, and the preparation of presentations
- Support coordination of projects and execute a variety of stakeholder engagement assignments under the supervision of a more senior consultant and in close collaboration with other team members
- As applicable: participation in project meetings and events across Europe (COVID-19 situation allowing)

## WE OFFER

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects
- A salary package in line with this starting position
- Opportunities to participate in the development of a fast-growing organization
- 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

## ARE YOU INTERESTED?

Then please fill in your application online in English accessing the following link:  
<https://www.prospex-institute.org/supporting-researcher-2022>

IMPORTANT: Your application needs to be complete and include:

- Your motivation letter (one-page letter)
- Your updated CV (complete with biographical data)
- Copies of diplomas and certificates
- Relevant requests
- At least 1 reference with contact details
- Examples of your work as appropriate

We look forward to hearing from you!