



Yellow Window Management Consultants is looking for **a junior consultant / project manager** to join its permanent team.

Function description :

Working at the Antwerp office, the new team member will participate in and assist the core team members for decision-support studies, mainly for the European Commission.

Tasks will involve :

- support for the co-ordination of international projects in EU policy fields
- design of study methodologies and tools
- desk research, interviews (including short missions abroad)
- data analysis and report writing
- preparation of tender dossiers

The successful candidate has :

- a university degree at MA level (in economics, political studies, EU studies, or other relevant fields)
- strong analytical and synthetical skills
- excellent oral and drafting skills in English
- administrative accuracy
- a keen interest in EU affairs and in evaluation studies
- strong interpersonal and communication skills
- a natural drive to learn on a continuous basis
- to be well-organised and punctual
- to be capable to work in team as well as independently

Will be considered as assets :

- fluency in French
- knowledge of any other official EU language
- experience as trainee - or otherwise - within any EU institution
- proven affinity with gender research
- interest in statistics

We offer :

- a challenging job in a young and creative team
- exposure to a variety of interesting projects within a company with long-standing experience in working for EU Institutions
- the possibility to develop professional consultancy skills, with a focus on evaluations

The successful applicant should be able to start working as soon as possible, and not later than 1 February 2009.

If you are interested, please send your CV and application letter before 11 December 2008 to lut@yellowwindow.com.

We will inform all candidates about the outcome of the recruitment process. Please refrain from contacting us directly about your application.