



Senior EU Project Officer

Location: Brussels

Contract: Full time, fixed-term (12 months)

Start date: 2nd March 2026

End date: 1st March 2027

About Altertox

Altertox is a **science communication company** specialized in **life sciences**, combining a strong scientific background with expertise in communication and policy engagement. Based in Brussels, at the heart of the EU institutions, Altertox has earned the trust of a wide range of stakeholders, including **non-governmental organizations, trade associations, the European Commission, and the European Parliament**.

As an active partner in multiple **EU Horizon projects**, Altertox leads on communication and dissemination activities, ensuring impactful engagement with policymakers and stakeholders across Europe.

Position Overview

As a Senior EU Project Officer at Altertox, you oversee the management of European projects, optimizing resources and operational coordination. You ensure timely, high-quality technical reporting for EU projects. You will collaborate closely with the EU Project Manager, coordinators, and the internal communication team to ensure operational excellence, stakeholder satisfaction, and measurable impact.

Key Responsibilities

- Oversee the delivery of EU-funded projects, ensuring that deadlines, work quality, and key milestones are met.
- Prepare and contribute to technical and administrative reports.
- Identify operational risks and bottlenecks and implement mitigation measures.
- Develop and ensure communication and dissemination plan is well implemented and aligned with EU project needs and objectives for maximum impact.
- Plan and organize workloads, collaborating with Altertox communication teams, EU coordinators, and work package leaders.
- Maximize resource and budget efficiency to achieve optimal performance.
- Maintain strong relationships with key clients, partners, and suppliers, while proactively addressing operational challenges.



- Establish and lead task forces for specific events and actively participate in the management of new projects.
- Organize and support workshops, training sessions, conferences, and project meetings.
- Execute and provide regular updates on progress and challenges to the EU Project Manager.

Candidate Profile

Essential qualifications and skills:

- You hold min. Master of Science degree.
- You have 3 years of a proven track record of successfully managing projects, ensuring timely delivery and maintaining high-quality standard.
- You are proactive, resourceful, and adept at problem-solving, with the ability to anticipate challenges and find effective solutions.
- You have a customer-centric mindset.
- You are an excellent communicator, capable of working collaboratively with diverse teams and stakeholders, including clients, partners, and suppliers.
- You have an excellent command of English.

Desired competencies:

- Strong attention to detail and solution-oriented mindset.
- Excellent interpersonal and communication skills.
- Demonstrated empathy, patience, multitasking and adaptability.
- Outgoing personality, comfortable in networking and stakeholder settings.
- Experience working on EU-funded projects (Horizon or equivalent).

Employment Conditions

- **Schedule:** Full-time
- **Contract duration:** 12 months (possibility of extension).
- **Work location:** Hybrid (Brussels' office and teleworking).
- **Salary & Benefits:**
 - Commission Paritaire 200: 13.8 months' salary.
 - Open to negotiation depending on experience.
 - One additional week of holiday (week 52).
 - Meal vouchers (monthly) and eco-cheques (yearly).
 - Recup hours up to 40h/year.
 - Maximum two teleworking days/week plus teleworking allowance.
 - Two weeks of teleworking abroad per year in Europe.



How to Apply

Interested candidates are invited to send their CV and a **one-page motivation letter** to info@altertox.be by **06.02.26 noon CET**. Please indicate "*Senior EU Project Officer Application*" in the subject line.