



EU-Japan Centre for Industrial Cooperation

Recruitment announcement

Business Support and Reporting Coordinator for the EU-Japan Centre for Industrial Cooperation, Office in Europe (Brussels)

list of abbreviations

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| EEN | Enterprise Europe Network |
| EISMEA | European Innovation Council and SME Executive Agency |
| EUJCIC | EU-Japan Centre for Industrial Cooperation |

The EU-Japan Centre for Industrial Cooperation - EUJCIC (PIC project participant No 893546638) is recruiting a Coordinator for Business Support, to work on EEN contacts and follow-up, and Reporting, to support the Project Coordination and Implementation of the Centre's EISMEA grant. The coordinator will work as part of a team together with the EISMEA liaison based in Tokyo.

EISMEA (which implements the European Innovation Council and manages other EU programmes focusing on SME support, innovation and the single market) is the EUJCIC's current funding agency for all EU-side proposed projects and actions in the context of building and fostering industry and innovation cooperation with Japan (https://eisma.ec.europa.eu/index_en).

Required skills

- *proven EU grant project management (e.g. Horizon 2020, Horizon Europe, EISMEA), proven track record in project reporting and sound understanding + problem-solving of EU Funding & Tenders Participant Portal procedures;
- *very good knowledge of spoken and written business English for project report writing;
- *understands business practices of, and is completely comfortable working in a multicultural workplace;
- *work experience with government-funded projects or reporting in corporate investor relations;
- *excellent communicator with a proven ability to negotiate with project managers to collect and integrate data from various projects into readable reports;
- *experience with and knowledge of databases management as well as handling and presentation of data for communication purposes;
- *Methodic and organized

Description of the work

1. Support the EU-side Managing Director with the preparation and drafting of deliverables, consolidated project activity reports as well as necessary accompanying documents – in compliance with required templates to fill in - which need to be submitted into the Participant Portal for a compliant and timely reporting to the European Commission. In doing so, liaise with Managers, Project Managers and Team leaders in the EUJCIC in order to produce updated progress reports on operations and financial results of EU-funded activities.
2. In particular, ensure the smooth and timely reporting of the following tasks on the Participant portal: a) drafting and submission of deliverables and understanding of their interactions with calls for cascade funding; b) support to drafting, submission and reporting of calls for cascade funding; c) support to the drafting and submission periodic activity reports. In doing so, maintain and update a logbook and procedural manuals of the reporting process to the EUJCIC.
3. Work with the EUJCIC's accounting teams to ensure the smooth and timely reporting of financial statements in the Participant Portal, and draft and manage request for deviations.
4. Check and ensure a high quality of drafts in the operation reports provided by the EUJCIC's to the European Commission on all EU funded operations. Ensure the effective preparation and quality of additional activity reports, reports with answers to questions from the European Commission / EISMEA as well as audit official reports which are required to be submitted.
5. Follow-up with preparing and answering questions from EISMEA officers about the EUJCIC's operations and financial reports and activities in consultation with the Centre's EU-side Executive Officers.
6. Collect and process the data from the program managers in the format demanded under the EISMEA reporting obligations as well as in an easy understandable way to be communicated to an outside audience.
7. Prepare in a visually attractive and understandable way the collected data from program managers to present to the management of the Centre as well as outside stakeholders (European Commission, Board of Governors, etc..).
8. Monitor and follow up business contacts between European and Japanese businesses initiated through the Centre's activities, in particular in relation to EEN activities.
9. Development and monitoring of KPIs measuring the impact of the Centre's activities.
10. Contribute to the establishment of dashboards allowing to monitor the performance of the Centre's activities.

In doing so:

- Work together with the EISMEA liaison manager on the reporting of operations and finance.
- Support the creation and update of systematic data collection from the EUJCIC projects to be easily accessible for reporting to EISMEA, monitoring of progress report and for communicating the EUJCIC results to an external audience.

- Support the creation and update of procedure manuals for the above assignments.
- Support the creation of standardized reporting documents and guidelines for the EUJCIC's internal reports, including reports to the EUJCIC's members of the board.
- Continuously suggest improvements to the reporting flows in order to improve the overall effectiveness of the reporting procedure.
- Be supportive and communicate about the EUJCIC in an energetic and positive way.
- Promote the EUJCIC's services in order to reinforce and make a visible contribution to the Centre's output.

HOW TO APPLY

CV, motivation letter, date of availability and annual net salary expectations to be sent to Diane Van Bockstal, Director: d.vanbockstal@eu-japan.eu
Deadline for application: 13 December 2023.