

Part-Time Programme Operations Assistant at the Active and Assisted Living Association

Terms of Reference

About AAL

The [Active and Assistive Living \(AAL\)](#) is a European funding programme that funds projects in public-private partnership in the field of information and communication technology (ICT) for active and healthy ageing since 2008. The overall objective of AAL is to enhance the quality of life of older adults while strengthening the industrial base in Europe through the use of ICT. More than 220 projects have been funded by AAL so far, each one having delivered useful and important information for the AAL community. The Programme also organises its annual event, the AAL Forum, to showcase the products and solutions of the projects and to bring together the different stakeholders in the domain in an open and interactive arena. The [AAL Forum](#) has become a reference for the AAL community in Europe with an average of 700 attendees.

We offer a part-time assistant position of two days a week within the AAL Association

The Programme Operations Assistant will be supporting the Programme Operations team (2 persons) in the execution of all administrative tasks related to the Call Management, monitoring and support actions for funded projects.

Main tasks the assistant will be assigned to execute:

⇒ Support to the organisation and implementation of the annual Call for Proposal Evaluation:

- A. Sending contracts and preparing the payments of the evaluators
- B. Organising and preparing the Evaluation Panel Meeting
- C. Answering questions from evaluators about travel & accommodation
- D. Providing project information to the association's members

⇒ Support to the monitoring of funded projects and support actions:

- A. Contacting experts for reviews
- B. Preparing, sending and following-up contracts for experts
- C. Booking and organising the logistics for physical meetings when necessary
- D. Preparing payments for experts and participants

⇒ General support to the PO team and overall AAL Association office:

- A. Booking of travel & accommodation
- B. Processing of expenses
- C. Office management tasks: office supply, room booking, telecommunication

- D. Creation and management of credentials and email addresses
- E. Management of the experts' database
- F. Upload of project-related documents to the Project Management tool
- G. Logistics, attendance and general assistance for the annual InfoDay
- H. Follow up on annual reports to be sent by project coordinators

The skills and experience that we are looking for:

- ⇒ A higher education degree
- ⇒ Good command of English, both spoken and written
- ⇒ Perfect command of Microsoft Office package
- ⇒ Excellent organisational and multi-tasking skills
- ⇒ Excellent verbal and written communication skills
- ⇒ Ability to work in a small, multi-cultural team

What can you expect:

- ⇒ The possibility to work for a pan European programme with a high economic-social impact on citizens across the continent;
- ⇒ Play a truly active role within a small and international team
- ⇒ Central and easy to reach location in Brussels, few steps away from the European Parliament.

Interested to apply?

If you are interested in this position, please submit your CV and a motivation letter where you will explain how you fit this position to call@aal-europe.eu. Considering the large amount of applications that we expect to receive, only shortlisted candidates will be contacted.

Closing date for applications: 13th May 2019

Starting date of interviews: Between 24 and 31 May

Expected starting date: [Beginning June 2019](#)

Remuneration: based on experience