

# Interim position at ERCEA

The Continuous Improvement Team in the ERCEA Director's Office is looking for an interim agent for a period of six months from January until July 2023.

The Director's Office would be happy to welcome a colleague who demonstrates interest in applying **continuous improvement** in the working context of a funding agency. Preferably, the colleague would have knowledge of and experience with **process improvements, change management** and possibly the **Lean Six Sigma method**.

Completed university studies of at least three years and one year of job-related experience in the area of continuous improvement are required. Prior experience in research, a funding agency or in the European Commission is advantageous.

The ideal candidate should also have excellent written and spoken communication skills in English, at C1 level.

The main activities of the interim agent include:

- Ensure the continuity of the programme;
- Keep an oversight of the ongoing continuous improvement projects and following-up on finished projects (control phase);
- Support continuous improvement teams as needed, including organising/delivering needed training sessions;
- Prepare the launching of new continuous improvement projects;
- Plan and contribute to the work of the continuous improvement steering and advisory committees;
- Plan workshops and meetings and follow-up with reports and minutes;
- Actively contribute to the communication campaign.

If this description matches your qualifications and interests, **please send your application (CV and motivation letter) to [ERC-HR-INTERIM@ec.europa.eu](mailto:ERC-HR-INTERIM@ec.europa.eu) by 7 December 2022 at 12:00 (Brussels Time) mentioning in the subject: "Interim position - ERCEA Director's Office / Continuous Improvement team". Please clearly indicate your possible starting date.**

The working place is the Covent Garden building in the heart of Brussels, Belgium. In order to be recruited as an interim agent, you have to be registered in the database of Randstad (Interim Agency): [www.randstad.be](http://www.randstad.be). In case you have any questions, please contact [ERC-HR-INTERIM@ec.europa.eu](mailto:ERC-HR-INTERIM@ec.europa.eu) – we will be happy to help!