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## KEY EXPERT 1: TEAM LEADER

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**Duty Stations:** Home based

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**Application deadline:** **26-05-2026**

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**Project:** EU Cultural Relations with Japan, Singapore and Thailand

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**Job reference:** **A513-KEY1**

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**Languages required:** English

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**Start of the contract:** 1-1-2027

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**Duration of the contract:** 36 months

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### Background:

This contract aims to foster intercultural dialogue and collaboration between the EU and target partner countries through diverse initiatives, such as art exhibitions, high-impact cultural events, youth exchanges, and joint projects within the cultural and creative industries (CCIs). By engaging a broad spectrum of stakeholders, these activities will encourage idea-sharing and co-creation to tackle shared global challenges. Ultimately, the contract will establish sustainable grassroots and institutional networks, strengthening long-term ties between the partner countries and the EU.

### Expert Requirements:

The Team Leader will be responsible for the overall management of the project and ensure effective coordination between all project components. S/he shall guarantee the efficiency and effectiveness of the overall project management and implementation, including that projects outputs, monitoring, and reports are appropriate, consistent, timely and of good quality and significant impact. S/he shall also ensure strategic oversight and coherence of communication and visibility activities across the project, including alignment of key messages, public outreach, media engagement and digital communication in line with EU visibility requirements. S/he shall be assisted by the over quality review function to be ensured by the Contractor. S/he shall further have to demonstrate the ability to manage technical specialists as non-key experts for delivering the various technical tasks under the project.

The Team Leader shall have to demonstrate, throughout their proven qualifications, skills and professional experience, the following: excellent interpersonal skills, team-oriented and service-oriented work attitudes; ability to work independently; eye for detail/accuracy, resilience to stress; ability to dialogue with national authorities and institutional stakeholders.

### Qualifications and skills

1. Master's degree in a discipline relevant to the scope of the assignment such as public relations, international relations, political sciences, social sciences, arts and culture, cultural management, communication, EU affairs, economics or public administration OR bachelor's degree in the same field plus four years of relevant professional experience.
2. Very good speaking, drafting and editing skills in English (C1 level).
3. Fluency in one of the languages of the partner countries would be an asset.

### General professional experience

4. At least 2 years (440 working days) of experience in working with projects funded by the European Union.



5. At least two previous assignments of at least 20 working days each in Southeast Asia and/or East Asia. Assignments in Japan, Thailand, and/or Singapore are an asset.
6. At least three previous assignments of at least 20 working days each in the culture sector.
7. At least three previous assignments of at least 20 working days each in public relations and/or strategic communication.

#### **Specific professional experience**

8. At least 10 years (2200 working days) of professional experience as a team leader in managing projects/programmes (project management skills; people management skills to be able to lead, coach and motivate a team of experts to deliver the required results; experience in people and resource management).
9. At least 5 years (1100 working days) of post-graduate professional experience in at least one of the following areas: international relations (including the EU), Cultural Diplomacy/ICR, culture/creative sectors, event management.

#### **How to apply:**

Interested candidates are invited to submit their CV in the EC format together with cover letter at the following e-mail address: [recruitment@ceuconsulting.com](mailto:recruitment@ceuconsulting.com), noting the **job reference** of the position(s) they apply for in the subject line of the e-mail by the application **deadline specified above**. Applications received after the deadline will not be considered.

Eligible candidates may be shortlisted for further selection process based on information supplied in their application at the closing date or in the further assessment process. Criteria for shortlisting are based on the general requirements as outlined at the beginning of this post as well as specific requirements, duties, skills, competencies and/or knowledge relevant to the job description of each individual job title.

CEU reserves the right to determine the merit, appropriateness and relevance of qualifications and experience listed by the candidate in their application as well as the merit, appropriateness and relevance of references and referees listed in the CV. Please note that candidates are requested not to submit references with their application; however, they may be requested to present them at any point of the assessment process. CEU further reserves the right to contact the referees listed by the candidate in their application.

Candidates who do not meet the minimum criteria outlined in this post or do not comply with the formal application requirements will be rejected. Only shortlisted candidates will be contacted.

*The selection and/or recruitment process necessarily involves the collection and use of personal data. Collection and processing of personal data under this hiring procedure will remain strictly confidential and will be processed pursuant to EC Regulation 45/2001.*

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