



We are seeking to appoint as soon as possible a

Publications Project Manager (INTERMATH)

Occupational category¹: 2.18 Assistant to Head of Unit at the Office of the Secretary-General (OSG)

Temporary full-time post (37h30/week) for two years

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 29,000 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools' system.

Description of the function

Under the direction of the Head of Pedagogical Development Unit and the Deputy Secretary-General, the function of the Publications Project Manager will consist of managing all aspects of the INTERMATH project and other pedagogical publications.

What is INTERMATH?

INTERMATH is the core teaching tool for Mathematics in the Primary School in the European Schools and Accredited European Schools. It consists of a series of textbooks that have been especially developed for the European Schools. There are 5 levels, p1 to p5, two textbooks (Star and Sun) for each year level in the Primary School. They follow the official Mathematics syllabus for the European Schools. They are available in all language sections. They are constantly revised following the quality assurance cycle of the syllabuses in the European Schools system.

The textbooks are complemented with two sets of digital resources:

INTERACTIVE PAGES: Additional resources directly related to the content of the INTERMATH textbooks to help teachers introduce or review the contents in the textbooks or to provide differentiated worksheets to give each pupil individual challenges.

MATIFIC: A set of online digital resources for teachers to introduce or review Mathematics concepts and for pupils' independent use in school and at home.

A handbook for teachers and a handbook with the answers to the activities are also produced.

Main Duties:

1) Pedagogical aspects

- Participation in the elaboration of contents for the INTERMATH textbooks and related materials.
- Participation in the elaboration of the INTERMATH Interactive Pages.
- Implementation of the European Schools' syllabus in the Matific platform.
- Coordination of the production of pedagogical materials, supporting the inspectorate.
- Cooperation with the CPD coordinator in the elaboration of contents for online training courses for teachers

2) Production

- Editing and layout revision of original materials, normally in EN and FR.
- Supervise the illustrations of the publications in coordination with the digital media officer or external graphical design partners.
- Preparation of documents for the translators of the INTERMATH books (around 21 languages), supervision, guidance, and revision.
- Supervising the works of the printing service providers from layout to final products.

3) Organisational aspects

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-14.pdf> (pages 29 and 34, grades 4-6).

- Organization of meetings (in situ and online), such as those of the INTERMATH Commission for the elaboration of contents and other purposes, meetings to boost and support the use of the Matific platform, etc.
- Organization of annual events for European schools and Accredited European Schools such as the Matific Olympiad.
- Organization of the annual Coordinator's Day for all European Schools and Accredited European Schools.
- Organization of training actions.
- Other meetings to ensure the good functioning of the INTERMATH structure, such as meeting with partner institutions, service providers, etc.

4) Support

- Support to all European Schools and Accredited European Schools in the use of Matific.
- Support to all European Schools and Accredited European Schools in the use of the INTERMATH website (materials, usage, access).
- Production of newsletters with information for coordinators and teachers in the European schools and Accredited European Schools.

5) Logistics

- Proposing solutions to externalize all logistics operations.
- Providing technical specifications and other contents to elaborate tender documents for externalization of stock management and logistics.
- Management of stock
- Preparation and management of annual orders and shipment to all schools.
- Management of website and webshop.
- Follow-up and support the schools in the good reception of the shipments. Customer service operations.

6) Financial aspects

- Creation of documentation (technical specifications) for public tenders
- Preparation of the annual inventory of INTERMATH books.
- Process the periodic Intercompany billing in SAP (including the sales order creation) and their follow up.
- Treasury management: Ensure the tight follow up of the customer positions and launch the eventual dunning procedures for uncollected amounts.
- Periodic establishment and presentation of the INTERMATH financial results.
- Travel/mission expenses management (including their final calculation) for the members of the INTERMATH Commission.
- Act as single point of contact in the operational validation for invoices related to INTERMATH activities.
- Provide punctual support in the day-to-day operations of the accounting department.

Profile required:

- Bachelor's degree (minimum of 3 years of higher education).
- Teaching degree at the level of Primary School (preferably with specialization in Mathematics).
- Experience as a Primary School teacher (minimum 5 years).
- Experience in the elaboration and publication of textbooks (specially Mathematics textbooks).
- **Independent user of English and French** (minimum level **B2** according to the Common European Framework of Reference for languages²).

Assets:

- Master's degree.
- Project management experience.
- Teaching experience at lower secondary (preferably in Mathematics).
- Knowledge of other European languages, especially DE.
- Previous professional experience in a similar position.
- Acquaintance with relevant IT technologies (web design, multimedia...).
- Knowledge of the European School system.

Soft skills:

- Strong sense of initiative, responsibility and organisation.

² A1 and A2: basic user; B1 and B2: independent user; C1 and C2: proficient user

- Ability to prioritize.
- Attention to detail.
- Ability to work in a team, as well as independently.
- Strong interpersonal and intercultural skills to succeed in an international environment.
- Hard worker who enjoys working in a fast-paced international environment.
- Interest in working with teachers and schools, service and support oriented.
- Enthusiasm and desire to learn and maintain a high level of work quality.

We offer:

- **A two-year contract** under the conditions provided by Belgian labour and social law
- A challenging professional experience in an international environment
- A gross monthly salary of minimum € 5,713.07 and maximum € 7,837.45 depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)
- Free schooling in the European Schools for children of OSG employees

Interested?

Please follow the instructions below.

Step 1: Fill out the **online form** [here](#)

Step 2: Send your **application** (your motivation letter, CV [in Europass format](#) and a copy of the requested diploma) to OSG-RECRUITMENT@EURSC.EU by **19 January 2025 at the latest**.

The 'subject' of the email has to be filled in as follows:

PPM Intermath – Last Name and First name (example: PPM Intermath – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: PPM Intermath – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.