



Project Officer

Publication date:	21 March 2025
Closing date:	8 April 2025
Educational level:	Masters' degree
Working hours:	32 to 38 hours
Salary:	a maximum of €4860 / €5331 gross per month, based on 38 hours per week

The Asser Institute invites applications for a Project Officer.

The organisation

Established in 1965, the [T.M.C. Asser Instituut](#) is a research center for international and European law with a high public and international profile in The Hague. Its mission is to contribute to the development of international and European law by conducting independent fundamental research, policy-oriented research, and commissioned research, as well as by initiating and facilitating academic and expert meetings, (professional) education, and public events with a view to disseminating knowledge of international and European law.

Tasks and responsibilities:

As a project officer, you will assist during both the preparation of application and submission as well as the management of externally funded research projects. You will be part of the 'commissioned projects team' that manages and supports (commissioned) research and capacity-building projects. You will work in close cooperation with 2 senior project officers, and with colleagues of the other support units at the Institute (Events, Communications, Finances), under the supervision of the managing director.

Your main tasks & responsibilities will include:

- Supporting the process of project applications, in close collaboration with colleagues (researchers and finance department) and external organisations;
- Supporting several small and large externally funded projects at a time, ensuring that core project milestones are reached;
- Preparing and monitoring budgets and financial reports (for internal and external purposes);
- Drafting project (interim and progress) reports in accordance with institutional procedures and the funding agency's requirements;
- Performing other administrative tasks to support the mission of the institute.

What do you have to offer?

Your profile and skills:

The successful candidate will meet the following requirements:

- A completed Masters' degree;
- Minimum of 4 years of experience supporting externally funded projects;
- Experience managing the implementation processes of grants;
- Ability to take initiative and to work independently, hands-on professional;
- Confidence to represent the institute with clients, project partners and senior experts;
- Fluent in English, both spoken and written. Proficient knowledge of Dutch is an advantage;
- Good team player, self-supportive, positive attitude, flexible mind, innovative, comfortable in a multi-cultural/international and academic setting;
- Result driven and a good sense of humor.

Our offer

We offer an appointment for 32 to 38 hours a week for the period of one year with a probationary period of two months. Extension of the appointment is subject to satisfactory performance in this period and the availability of funds. Considerations of a financial and/or organisational nature may give rise to not convert to permanent employment. The starting date will be based on availability. Remuneration depends on the actual level of education and relevant working experience and amounts to a maximum of €4 860 / €5 331 gross per month for full-time work, excluding a holiday allowance (8%) and a year-end bonus (8.3%). The Collective Labour Agreement for Dutch Universities ([CAO Nederlandse Universiteiten](#)) is applicable. A temporary reduction in income tax (equal to 30% of taxable salary) may apply to non-Dutch candidates. You will be employed by the University of Amsterdam, Faculty of Law, but seconded to the T.M.C. Asser Instituut in The Hague. Only candidates with permission to work in the Netherlands will be considered.

In addition, we offer:

- An inspiring, friendly, and diverse working environment with nice (international) colleagues.
- 29 days' holiday at full employment and extra holidays between Christmas and New Year.
- Excellent working facilities.
- Pension accrual with ABP.
- Excellent study and development opportunities.

About us

T.M.C. Asser Instituut

The T.M.C. Asser Instituut is a research centre in international and European law, based in The Hague, the International City of Peace and Justice. We are affiliated with the University of Amsterdam, the largest university in the Netherlands. The Asser Institute's mission is to contribute to the development of international and European public and private law. We achieve this by:

- Independent legal research: we conduct fundamental, policy-oriented and applied legal research in international and European public and private law. For example, we conduct research into the protection of journalists; we look at the legal aspects of counter-terrorism or artificial intelligence, and we investigate how companies handle human rights can be better protected in international business.

- Knowledge dissemination: we initiate and facilitate academic and expert meetings, (professional) education and public events aimed at disseminating knowledge on international and European public and private law. Furthermore, we share our legal knowledge by contributing to the public debate. Examples of this knowledge dissemination are our training courses for lawyers. We also train judges from Ukraine, collaborate with the Movies that Matter film festival, and organise training sessions and public events for different target groups.

The University of Amsterdam

The University of Amsterdam is the largest university in the Netherlands, with the widest range of courses on offer. An intellectual hub with 39.000 students, 6.000 employees and 3.000 PhD students connected by a culture of curiosity. [Read more.](#)

Amsterdam Law School

With over 5,000 students and more than 500 staff members, the Amsterdam Law School is one of the larger law faculties in the Netherlands. We educate lawyers who know how to apply the law effectively with the aim of making a real contribution to solving social problems.

Any questions?

Further information can be obtained from Helen Cheng, Senior Project Officer (e-mail: h.cheng@asser.nl) or from Dr. K. J. Vrolijk, Managing Director (e-mail: po@asser.nl)

Job application

Interested candidates who are eligible to live and work in the Netherlands may submit the required documents in English to Dr. K. J. Vrolijk, Managing Director, by email only to po@asser.nl, mentioning “Project Officer” in the subject line. The deadline to submit applications is **Tuesday 8 April 2025 09:00am CEST**.

Applications should include:

- A current CV
- A letter of motivation

While we appreciate all expressions of interest, only short-listed applicants will be contacted. Employment agencies should not submit applications. All genders are encouraged to apply.

APPLICATIONS NEED TO BE DONE VIA EMAIL AS MENTIONED ABOVE. DO NOT USE THE ‘APPLY’ BUTTON AT THE BOTTOM OF THE PAGE.

The UvA is an equal-opportunity employer. We prioritize diversity and are committed to creating an inclusive environment for everyone. We value a spirit of enquiry and perseverance, provide the space to keep asking questions, and promote a culture of curiosity and creativity.



If you encounter Error GBB451/ GBC451, please try using a VPN connection when outside of the European Union. Please reach out directly to our [HR Department](#). They will gladly help you continue your application.

No agencies please.