

**JOB OFFER**  
**Project Manager / Business Developer (junior profile)**  
**Mathematics Department**  
**Project: N/A**  
**Publication: 14/11/2025**

**CONTEXT**

The [Royal Military Academy](#) (RMA) is the university of the Belgian MoD, conducting scientific research for projects funded by the Belgian Defense department or external sources.

In the framework of multiple studies, we are looking for a full-time project manager/business developer. Degrees axed towards management or commerce are preferred, but anyone with a master's degree in Science, Engineering Science, Applied Sciences, Civil Engineering, Physics, Computer Science or Mathematics is encouraged to apply.

We value equal opportunities and encourage all qualified candidates to apply.

**PROJECT:**

You will work within the department of Mathematics within the Faculty of Polytechnics of the RMA and in close collaboration with military and industrial partners. For this job you will:

- Provide high-level administrative support to the executive team, ensuring efficient coordination of schedules, meetings, and communications.
- Support project drafting and management activities.
- Assist in the planning, organisation, and follow-up of measurement campaigns.
- Interact with (inter)national industry and explore strategic initiatives.
- Coordinate and manage large-scale purchases, including researching suppliers, obtaining quotes, and overseeing procurement logistics.
- Handle confidential information with discretion and professionalism at all times.

## MAIN TASKS:

- **Executive Support & Coordination** – Manage schedules, meetings, communications, and confidential information in support of the senior management.
- **Project & Campaign Management** – Assist the senior management in planning, organising, and tracking research proposals, measurement campaigns and strategic projects from start to finish.
- **Procurement & Supplier Management** – Coordinate major purchases by researching suppliers, comparing offers, and ensuring efficient procurement processes.
- **Documentation & Communication** – Prepare, edit, and manage project proposals, reports, and correspondence to ensure clear and professional communication.

## SKILLS AND EXPERIENCE:

Degree(s) required: Master Degree in Science, Master Degree in Engineering Science, Applied Sciences, Civil Engineering, Physics, Computer Science or Mathematics. Masters with a higher content of management or commerce related courses have priority.

This position is open for **junior profiles** (ideally 0-3 years of experience).

### “MUST HAVE” skills:

- Organisational & Time Management Skills – Ability to manage multiple priorities, deadlines, and complex schedules efficiently.
- Strong Written & Verbal Communication – Excellent ability to draft, edit, and structure clear and professional documents.
- Project Coordination Skills – Proven capacity to support or manage multi-step projects involving several stakeholders.

### “NICE TO HAVE” skills:

- Procurement or Budget Management Experience – Familiarity with supplier negotiations, purchasing processes, or cost tracking.
- Proficiency with Project Management Tools – Experience using tools like Asana, Trello, or Microsoft Project to organise tasks and timelines.
- Experience in Executive or Corporate Environments – Understanding of executive workflows, confidentiality standards, and stakeholder communication.

### Personal skills:

- Discretion and Reliability – Handles sensitive information with professionalism and maintains strict confidentiality.
- Proactivity and Initiative – Anticipates needs, takes ownership of tasks, and suggests improvements without waiting for direction.
- Attention to Detail – Ensures accuracy and consistency in documents, schedules, and communications.
- Adaptability – Responds calmly and efficiently to shifting priorities, tight deadlines, or unexpected challenges.
- Interpersonal Skills – Builds positive relationships and communicates effectively with colleagues, management, and external partners.
- Problem-Solving Mindset – Approaches challenges constructively and finds practical, efficient solutions.

### Other skills:

- Full professional proficiency in Dutch, French and English is required (oral and written).
- A driver's licence (but not necessarily a car) is highly recommended

### Specific Requirements

- The researcher may be exposed to classified information and will therefore have to obtain the required security clearance. The candidate must consent with the background check required to obtain this clearance, which will be executed by Belgian Defense.
- Only applicants with a nationality of a country that is both part of NATO and the EU will be eligible.
- Working for the Patrimony requires living in Belgium for the duration of the study.

### Application

Please send by email:

- (in attachment) a complete CV (including **mention of your nationality and current residence**)

to Prof Dr ir Ben LAUWENS ([ben.lauwens@mil.be](mailto:ben.lauwens@mil.be)), Prof Dr ir Rob HAELTERMAN ([rob.haelterman@mil.be](mailto:rob.haelterman@mil.be)), and to [ERM-DEAO-STAFF-HRMGT-PATRIMONY@mil.be](mailto:ERM-DEAO-STAFF-HRMGT-PATRIMONY@mil.be)

Please use the subject line "Project Manager MWMW– application [SURNAME FirstName]" when sending your email.

**Application deadline: 14/12/2025.**

The interviews will take place at the Royal Military Academy, Hobbemastraat 8, 1000 Brussels. If needed, on-line interviews can be organized. The date and time of the interview will be communicated to the preselected candidates.

### Contract

- **Probable date of recruitment: January 2026**, in consultation with the applicant.
- Status: **Full-time employment** (38 hours / week) based on an **open-ended** contract with the Patrimony of the Royal Military Academy (you will not be a civil servant).

#### If needed:

- Please note that your contract will be open-ended, but the financing of the contract will be tied to the current available funding, which is guaranteed until December 31st, 2026. The financing of your

contract beyond that period is therefore not 100% guaranteed, but likely. However, the Patrimony has a policy to keep the good elements on board and the research focus of this job offer fits within our core research activities, so there is a high chance that we will be able to offer you follow-up projects beyond that date.

- Wage scale: class A1 (holder of a master's degree in Science or equivalent), class A2 (holder of an Ir degree or equivalent Master's in Engineering Sciences, doctor's degree in the same area of expertise). RMA-Patrimony applies a merit-based research career track, allowing researchers to advance in wage scale based upon annual evaluations.
- Holiday pay.

### **Extra legal benefits**

- Possibility to benefit from a bilingualism allowance (Dutch/French) following a SELOR test;
- End-of-year bonus;
- Free DKV hospitalization insurance. Possibility of additional affiliation for one or more persons living under the same roof: spouse, child(ren) (50% of the price per additional member);
- Bike allowance / Free public transport (home-work commute);
- Meal vouchers (6€ / day);
- Digital allowance (15€ / month)
- Free access to campus sports facilities outside working hours;
- On-campus restaurant and cafeteria with democratic prices (discount on the daily menu);
- Flexible working hours within the 38-hour week;
- Teleworking possible with allowance (2 days / week max);
- Holidays:
  - 29 days holiday / year from the 1st year of contract (then from 45 years: +1 day holiday every 5 years)
  - 1 week OFF every year between Christmas and New year's Eve (independent of the annual balance of holidays).
- Advantages and interesting offers thanks to the Benefits@work card (discounts, vouchers...);
- Entitlement to services offered by the 'Office Central d'Action Sociale et Culturelle de la Défense' (OCASC): among others holiday centres, discount on travel organised by the tour operator...;
- Possibility to benefit from the nursery funded by Belgian Defence (subject to availability).

### **Workplace**

Royal Military Academy, Avenue de la Renaissance 30, 1000 Brussels. Occasional travels abroad for scientific conferences, measurement campaigns, etc.