

The European Money Markets Institute has a vacant position of:

Project Management Officer

The European Money Markets Institute is seeking to recruit a Project Management Officer (PMO) with a generalist profile. The position is permanent, full-time and based in Brussels.

About the European Money Markets Institute

The European Money Markets Institute develops and administers robust benchmarks, such as EURIBOR, that are essential for financial markets and the broader economy.

- We believe that harmonised and transparent money markets are key for funding the economy. This brings up economic stability and growth which, in turn, increase society's resilience.
- We act as a trusted partner with a strong sense of ethics.
- We are an international non-for-profit association working for the public good by facilitating the smooth functioning of euro money markets and fostering their further integration.
- We promote labels, such as STEP, standards, and practices that enable harmonised access to markets.
- We explore new initiatives, such as fallback rates, to answer market needs.
- We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

The European Money Markets Institute was founded in 1999 – along with the introduction of the euro – by the national banking associations of the Member States of the European Union. Based in Brussels, the Institute has Europe anchored in its DNA.

Position specifications

Your team	<p>You will be part of the Strategy & Ecosystems Unit.</p> <p>The mission of the Strategy & Ecosystems Unit is to <i>shape and drive a unified strategy, ensuring seamless execution, company-wide alignment, and strong visibility through clear communication and engaged stakeholders.</i></p>
Your role	<ul style="list-style-type: none">• Lead the prioritization and sequencing of EMMI's strategic initiatives through a structured portfolio management process.• Ensures optimal resource allocation across the project portfolio to support timely and high-quality execution.• Monitors portfolio and project performance consolidates project risks into a portfolio risk view, and reports data-driven insights to support decision-making.• Design and promote standardized project management frameworks tailored to EMMI's regulatory and operational context.• Conduct capability assessments across project teams and define targeted upskilling plans to close execution gaps.• Supports the project lead in defining roles and responsibilities within project delivery teams and ensures compliance with governance structures.• Acts as a central hub for best practices in the project management domain, project stakeholder management, governance, and strategic alignment across initiatives.• Ensures consistent application of methodologies across the organization.

	<ul style="list-style-type: none"> • Collaborates closely with other key functions to support innovation, change management, and continuous improvement.
Your qualifications and experience	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Master's degree (or Bachelor's + 5 years of relevant experience) in Business Administration, Project Management, Strategy, or a related field. • At least 8 years of experience in strategic project and portfolio management, ideally in a financial or regulatory environment. • Strong knowledge of project governance, risk management, and performance reporting. • Advanced proficiency in MS Office (Word, Excel, PowerPoint); experience with project management tools (ASANA) is a plus. • Excellent command of English, both written and oral. •
Your skills	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> • Excellent analytical skills and eye for details • Drafting skills • Solution-oriented • Organizational skills • Sense of confidentiality and professional integrity; • Ability to work independently • Good interpersonal and communications skills.
Your behavioural attributes	<p>You commit to implement the following behavioural attributes</p> <ul style="list-style-type: none"> • Teamwork: we work in an environment of trust; we favour the exchange of information and stimulate the debate of ideas; we support each other in order to achieve the same common goal. • Accountability and result oriented: we are committed to focussing on effective results and we stand accountable for our actions and their consequences. • Learning and developing: we seek constantly to develop our abilities, knowledge and skills and embrace acquiring new skills.
Our values	<p>Our values are the following:</p> <ul style="list-style-type: none"> • Transparency and harmonisation: we promote transparency and harmonisation as we believe that transparent and harmonised financial markets are key for funding the economy. This brings up economic stability and growth, which in turn increase society's resilience. • Integrity: we act as a trusted partner with a strong sense of ethics. • Operational excellence: we deliver the best possible output quality following robust, resilient, and efficient processes.
We offer	<ul style="list-style-type: none"> • The advantage of a small organisation fostering a collaborative, dynamic and international environment. • Contributing to challenging work assignments. • Benefiting from flexible working time and homeworking possibilities. • A competitive salary package.

Project Management Officer (PMO) – Apply Now!

Are you ready to take the next step in your career? Join our dynamic team at EMMI as a PMO! If you're seeking an impactful role in a collaborative and engaging environment, we look forward to receiving your application.

How to Apply:

Send your application to recruitment@emmi-benchmarks.eu. Please include:

- Your CV
- A motivational letter (including salary expectations)
- Two references

Please note that only shortlisted candidates will be contacted. Incomplete applications cannot be considered.

Application Deadline:

Submit your complete application by **Tuesday, 16 December 2025** to be considered for this role.

Interview Process:

- Shortlisted candidates will be notified by **Friday, 19 December**.
- First-round interviews will be held via Teams from **8 January to 15 January 2026**.
- Candidates progressing to the next stage will complete a personality test and prepare a presentation on a topic provided by us.
- Second-round interviews will take place **in person** at the EMMI Office (56, Avenue des Arts, 1000 Brussels) on **24 January 2026**.

Take the next step in your career with EMMI—apply today!