

WE'RE HIRING!

POLICY ASSISTANT STARTING OCTOBER 2021



PROFILE

- Graduate in European studies, political sciences, law or other relevant fields;
- First experience in an EU institution or in public affairs is required;
- Specific expertise and experience working in at least one of the following fields: Energy, real estate, financial market and or legal analysis;
- Excellent understanding of the EU decision-making process and politics;
- Experience with writing articles, blogs, etc. and dealing with press would be highly valued;
- Proficient in written and spoken English. Additional EU languages, in particular German, is an asset;
- First class written and verbal communication skills;
- Creative and keen on developing ideas for communication actions;
- Strong organisation and coordination skills;
- Interest in understanding and articulating homeowners and real estate sector's interests;
- Pro-active, organisational talent, fast learner and eager to learn about the functioning of an EU association;
- EU national or have a valid Belgian work permit.

WE OFFER

- A "*Contrat d'Immersion Professionnelle*" for six months (potentially renewable) - remuneration in accordance
- A stimulating work experience within an EU affairs office and multi-cultural environment

RESPONSIBILITIES

- Contribute to public affairs activities and monitoring EU policy developments;
- Assist with communication and research activities;
- Conduct research and policy work on on-going UIPI projects, including planning and implementing communication and dissemination activities for our European projects,
- Provide organisational and administrative support;
- Contribute to the strategic and logistics management of events.

If you are interested, please send your cover letter and CV to: Ms Nataša Vistrička, Policy Director, reference: "Application – Assistant" at vistricka@uipi.com. Applications will be reviewed on an ongoing basis, therefore we encourage you to send yours as early as possible. Please note that only shortlisted candidates will be contacted.

Deadline for application: 15 September 2021