

The EPP is the biggest and most influential European political family. The EPP currently includes 82 parties and partners, from 43 countries. More information on: <http://www.epp.eu>.

For our Brussels-based Headquarters, we are currently looking for a:

Policy Adviser

We are looking for someone who is available to work full-time, who is flexible, capable of working in a fast-paced dynamic environment and able to meet deadlines.

Tasks:

- Monitoring of the EU's energy, trade and transport policies, reporting about important political developments in selected EU member states and in EU neighbourhood countries
- Responsible for the overall organisation of selected EPP Ministers' meetings in the framework of Council formations
- Responsible for the coordination and follow-up of the EPP's presence in one or more parliamentary assemblies
- Administrative support for the Statutory Working Group "EPP Membership"
- Administrative and logistical support in high-level official visits of the EPP leadership and EPP stakeholders and at EPP Political Assemblies

Requirements:

- A master's degree in political science, preferably in EU studies or international relations
- At least 4 years of experience in the related field
- A thorough understanding of the European institutions and their functioning is necessary, specific knowledge of and experience in trade, energy or transport policy will be considered an asset
- Full professional fluency in English is mandatory as it is the working language of the office. Knowledge of one other European language is highly recommended, any other language is an asset
- Proven experience of planning your own work, work on your own initiative and meeting deadlines
- Proven experience of managing pressure and conflicting demands
- Proficiency in MS Office

Conditions of employment:

- A 1-year fixed term contract under Belgian law, with a possible conversion to an open-ended contract
- The EPP pays a competitive salary according to Belgian legislation and social security
- Additional benefits are part of the salary package
- Starting date: 16 December 2024

Submission of application:

Applicants should send a detailed CV and a cover letter by e-mail to: applications@epp.eu

Deadline: 8 December 2024

Please note that only shortlisted applicants will be contacted