

JOB DESCRIPTION

JOB TITLE: Political Assistant to the Civil Aviation and Tourism Sections

REPORTING TO: Political Secretary for Civil Aviation and Tourism Sections; General Secretary

Key responsibilities

- Assisting the Political Secretary for Civil Aviation and Tourism Sections in the daily work
- Dealing with requests coming from Sections' members
- Keeping and developing good contacts with our affiliates, the ITF and the ETUC
- Drafting reports, press releases, circulars, documents and minutes of meetings in English
- Updating regularly the ETF Website, Twitter and Facebook (permanent update of information on civil aviation)
- Assisting, responding appropriately and lobbying the EU institutions
- Attending meetings and ensuring follow up
- Negotiating with employers' associations and other stakeholders
- Preparing documentation for meetings, actions, campaigns and publications where necessary
- Creating and maintaining file records, including electronic file records
- Creating survey databases, input data received and preparing analysis
- Dealing with routine incoming calls/correspondence/requests for information as appropriate
- Coordinating ETF participation in external bodies
- Organising meetings in Belgium and abroad, in cooperation with the ETF administrative secretariat, as well as external organisations where appropriate
- Assisting with preparation and implementation of EU co-funded projects

We are looking for a candidate with:

- Graduate level education
- Excellent written and spoken English. Fluency in additional languages would be an advantage
- Good knowledge of Office software (Outlook, Word, Excel, PowerPoint, Internet Explorer...)
- Good communication skills, strategic approach, ability to synthesize and negotiate
- Strong organisational abilities, accuracy and attention to detail
- Ability to multi-task, identify priorities and meet deadlines
- Ability to react flexibly to new challenges, be proactive and work independently, often under pressure, on specific dossiers
- Administration skills and readiness to do administration as required
- Capability to integrate into a small and multicultural team
- Availability to travel regularly
- At least 5 years of experience in the EU or international environment (Trade Union Federations, NGOs, Institutions, etc), organising campaigns and public relations is desirable
- Commitment to trade unions' values

We offer

- A full-time permanent contract with a competitive package (salary, fringe benefits and extra-legal paid leave)
- A multidisciplinary and multicultural working environment
- Involvement in a variety of campaigns, projects and initiatives
- The office is located in the center of Brussels.

Equal employment opportunity

ETF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants' merits and abilities.

Brussels, 12 November 2018