



JOB DESCRIPTION

JOB TITLE: Policy Officer for Maritime Transport
REPORTING TO: General Secretary
Head of Maritime
TYPE OF POSITION: full-time, limited time contract until 31 March 2022

Introduction

Due to the long-term absence of an ETF staff member, we are looking for a Policy Officer for Maritime Transport. This role is time-limited until 31 March 2022. The policy officer would work under the leadership of the Head of Maritime and in close cooperation with other colleagues within the department and the ETF Secretariat.

In case of ETF affiliates, there is a possibility of a secondment.

Key responsibilities

- Coordinating the activities of the Maritime Transport Section
- Supporting the work of the Head of Maritime as required
- Organising, attending and animating meetings and ensuring follow-up in close cooperation with the Maritime Administrator
- Researching on subjects relevant to maritime transport
- Direct point of contact for the affiliates and dealing with their requests
- Writing policy documents, reports, position papers and similar
- Coordinating of ETF participation in external bodies and representation of the ETF as requested
- Creating survey databases, collecting input and preparing analysis
- Submitting and implementing EU co-funded projects
- Informing and consulting the Section on political developments
- Representing the Maritime transport section in internal and external meetings
- Coordinating the ETF's work in the framework of the Sectoral Social Dialogue Committee for Maritime Transport
- Cooperating with other policy officers in the Maritime Department and beyond
- Cooperating with the Maritime Communications Officer
- Designing and implementing campaigns related to maritime transport
- Liaising with the ITF maritime transport team

We are looking for a candidate with

- Graduate level education or equivalent experience
- Experience in trade unions
- Expertise in maritime transport is a strong asset
- Fluent in English, any other European language is an asset
- Good communication skills, ability to synthesize
- High level of proactivity and flexibility to deal with complex processes
- Ability to work independently and in a small team
- Ability to work in a fast-paced environment
- Good knowledge of Office software (Outlook, Word, Excel, PowerPoint)
- Availability to travel regularly

We offer

- A full-time contract until 31 March 2022 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.

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