

JOB DESCRIPTION

JOB TITLE: Policy officer for Logistics and E-Commerce
REPORTING TO: General Secretary
TYPE OF POSITION: full-time, two- year fixed-term contract with a possibility of extension depending on funding

Introduction

The ETF is a trade union federation representing 5 million transport workers from 200 unions in 40 European countries. The vision of Fair Transport is what drives the work of the ETF. It represents a future where European transport is free of social dumping, with quality jobs for transport workers, safe, reliable and affordable service for passengers and customers and where environmental and social sustainability go hand in hand.

Logistics and e-commerce are growing sectors for ETF members and will be more and more central for the ETF work over the coming years.

We are looking for candidates that are ready to fight for achieving this vision.

Key responsibilities

- Launching and coordinating the ETF work on logistics and e-commerce
- Working closely with the relevant ITF bodies and staff to deliver the European part within the ITF supply chain accountability plan
- Setting up, informing and consulting the Advisory group on logistics and e-commerce
- Designing and running campaigns on logistics and e-commerce
- Organising, attending and animating meetings and ensuring follow-up in close cooperation with the dedicated Administrative Assistant
- Researching on subjects relevant to logistics and e-commerce
- Being the direct point of contact for the affiliates and dealing with their requests
- Writing policy documents, reports, position papers and similar
- Coordinating the 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
- Cooperating with the three ETF Departments
- Cooperating with the dedicated Communications Officer

We are looking for a candidate with

- Graduate level education or equivalent experience
- Strong commitment to trade union values
- Sound experience with trade unions and knowledge of industrial relation systems in Europe
- Expertise in logistics and e-commerce 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
- Ability to exercise discretion, diplomacy and judgement
- Good knowledge of Office software (Outlook, Word, Excel, PowerPoint)
- Availability to travel regularly

We offer

- A full-time 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
- A Brussels-based role

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, 19 January 2022