

A full-time position as **Head of the Organisation Department** has become available at the ETUC.

**Location:** Brussels

### **Background**

The ETUC represents millions of workers and their families in 38 countries across Europe. Our role is to defend and promote their rights. Our objective is to put democracy and social justice as well as demands for better jobs and wages back at the heart of the EU. We are looking for a highly motivated, dynamic and experienced person to manage our Organisation department to ensure that our activities and events are organised in an effective and efficient way, in close collaboration with our Secretary General.

**Main Duties and Responsibilities :** The successful candidate will

Manage a small team of assistants efficiently

Be responsible for the organisation and logistics of all statutory events, including Congress and provide support for other internal events

Oversee the content and invoicing of services from 3<sup>rd</sup> party suppliers, as well as site and equipment maintenance and management

Manage and maintain the intranet and database and liaise on an ongoing basis with affiliates

Collaborate closely with other internal departments and directly with senior management in a wide range of areas

**Profile :** The successful candidate will have:

At least 5 years' experience in a similar position in a European or international context

Native level English with an excellent understanding of French, or vice versa. Knowledge of other EU languages a plus

Highly developed interpersonal and organisational skills

Knowledge and understanding of the European trade union movement and of the EU institutions

Ability to adapt to a demanding environment and to respect tight deadlines

Advanced IT skills (including Drupal) and proven experience in working with database (CiviCRM)

Excellent communication skills both written and oral

Solid experience in people management

### **Contract**

We offer an open-ended contract. You will work a 34-hour week (full-time) schedule. The daily work will be carried out in the ETUC offices in Brussels. We offer a good salary package with many benefits, excellent working conditions as part of an international, friendly and motivated team.

Please send your CV and cover letter to [vacancy@etuc.org](mailto:vacancy@etuc.org) by Monday 26 November 2018 at the latest. Interviews will take place in early December.