



The ETUC is recruiting a **part time project officer to assist the ETUC legal team** on issues related to legal and litigation aspects and projects for a 2 years period.

The position is currently a half time position (17 hours per week) but may be increased subject to available funding after the first year.

Job Description

The successful candidate will support the ETUC legal team in the daily work, coordination and administration of the ETUCLEX related projects by:

- contributing to and maintenance of the ETUCLEX website, and maintain contacts with the IT suppliers
- organisation of and participation in meetings and webinars, and their follow-up, including the NETLEX Conference and ETUC Fundamental Rights and Litigation Advisory Group
- providing assistance with communication and outreach activities related to the ETUCLEX project
- assisting in the monitoring of legal developments
- undertaking general project management tasks (in particular monitoring budget spending, technical reporting to the European Commission including processing the documentation, invoices and content of partners' activity reports ;
- involvement in the preparation of all financial and administrative deliverables and financial reports linked to the project;

Profile

The successful candidate must have knowledge, skills and experience in the following areas:

- A degree in law, with a preference for international and European social and labour law, EU law and Human Rights law
- Excellent written and spoken English, with a very good command of a second language;
- A demonstrated commitment to trade union values and social justice;
- A clear understanding of the role of EU institutions and key elements of EU legislative processes,
- Good analytical skills with the capacity to absorb and summarise new information accurately;
- Strong organisational and interpersonal skills;
- Ability to work independently and as part of a team;
- Good command of MS Office tools. Previous experience in updating websites would be an asset.
- Practical experience of EU funded projects both in terms of content and technical reporting and/or an understanding of the project cycle of DG EMPLOYMENT;

We offer

We offer a challenging job as part of a friendly and motivated international team, excellent working conditions, a salary in category II of our pay scale* in line with qualifications and experience and an attractive package of fringe benefits.

The daily work will be undertaken in the ETUC offices in Brussels (initially telework may be required due to COVID restrictions). Some travel may be required.

Please forward a CV and cover letter to Sinead Tiernan, Head of Human Resources, ETUC vacancy@etuc.org by 16 April 2021.

Only candidates short listed for interview will be contacted.

ETUC is an equal opportunities employer.

GDPR: to comply with data protection laws, ETUC does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our website where all our vacancies are posted www.etuc.org

*Starting salary of Category II payscale is €4.143 gross per month. The successful candidate will be placed on the payscale in line with experience.