
Job vacancy at the ETUC – Project Officer

Deadline for application 29/08/2025

The ETUC is recruiting a full-time **Project officer**. Under the supervision of the ETUC Secretariat, the Project Officer will work on the implementation of projects in the field of **Platform work and Just transition**.

⇒ **Fixed term contract of 2 years on full-time basis**

Description

- Assist in implementing 2 different ETUC projects; one on the topic of the Platform work and the other one on the topic of Just transition
- Assist the team in the daily administration and coordination of the project (organise, participate in and follow-up of meetings and events; preparation and dissemination of invitations and agendas, proof reading, drafting minutes and reports, etc.)
- Collate and prepare, in a timely manner, all information needed for technical reporting to the European Commission and EFTA, including validating invoices and expenses, content of partner reports, etc.
- Contribute to reports in relation to activities and policy, including follow-up of these activities
- Liaise and provide expertise in the field of platform work and just transition to project partners on a permanent basis (e.g. coordinating the work of trade union experts in the Steering committees of the projects).
- Provide input related to the project (newsletters, online publishing, editorial support, maintenance of contact database, etc).

Profile

Experience in the trade union movement and/or with European projects is a necessity.

The successful candidate should preferably hold a university degree, or equivalent experience, in one of the following areas: labour studies, sociology, political science, law, economics.

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

- A good knowledge of the topic of Platform economy, new forms of work, digitalisation
- A good knowledge on trade unions actions and approaches for organising platform workers and trade union negotiations and actions on Just Transition
- A good knowledge on topic of Just transition, impact of climate, energy and industrial policies on the world of work etc...
- Experience of European projects including financial aspects

- Excellent written and spoken English, with a very good command of a second language, preferably French. Other languages would be an asset
- Strong organisational and interpersonal skills
- Ability to prepare logistical and financial aspects of the project activities
- Ability to work independently and as part of a team
- Ability to work in an international multicultural environment
- Good command of MS Office tools, social media

We offer

We offer a competitive salary in category II of our pay scale¹, and an attractive package of fringe benefits in line with qualifications and experience.

The daily work will be undertaken in the ETUC offices in Brussels. Occasional travel will be required.

Starting date: as soon as possible

Please forward a CV and cover letter to Juliane Bir, Chief of Staff, at vacancy@etuc.org **by 29/08/2025**.

Short listed candidates will be invited to a written test and interviews.

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.

¹ Starting salary of Category II pay scale is 5255,00€ gross per month (for a full time).