



Education International
Internationale de l'Éducation
Internacional de la Educación
Bildungsinternationale



ETUCE – European Trade Union Committee for
Education Education International - European Region

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Vacancy Notice
The European Trade Union Committee for Education
Equal Opportunity Employer
Invites applications for the full-time position of
Administrative Officer
(Six-month maternity cover),
Brussels

The vacant position is to be filled as of end of August 2023

ETUCE-CSEE

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About ETUCE

The European Trade Union Committee for Education represents 127 education trade unions in Europe from 51 countries with more than 11 million members, vis-à-vis the EU policymaking institutions in Brussels, the Council of Europe and other European organisations. The main work of ETUCE relates to education and labour-market policies in Europe. ETUCE is the European Region of Education International (EI). It is a Social Partner organisation recognized at European level and a European Trade Union Federation within the European Trade Union Confederation (ETUC).

The Position

The Administrative Officer will work under the supervision of the European Director and provide sound and effective administrative and logistic support to the ETUCE Secretariat. The successful candidate will contribute to the smooth functioning of the office by handling various organisational and administrative tasks.

Duties and Responsibilities

- Secretariat: Provide administrative and secretarial support, general administration, programme administration, event organisation, including scheduling meetings, contacting contractors, processing documents, organising travel and other tasks;



- Communication: correspond and liaise with member organisations, other partners, members of constitutional bodies and European Institutions;
- Event management: support the planning (in presence, online or hybrid), preparation and follow-up of conferences, seminars, meetings and events, including travel and logistical arrangements, assisting the logistical organisation and follow-up of ETUCE constitutional meetings, including writing the minutes;
- Organise and maintain a good filing and archive system

Required Education and Employment Background

- Sound experience in administration; experience in ICT and personnel support is an asset
- A University degree in a relevant subject or equivalent professional certificate
- Excellent knowledge and command of the English and Russian language, written and spoken
- Good command of French, Dutch and/or Spanish are an asset
- High standard of relevant ICT skills, Office 365 package, familiarity with onlinemeeting platforms
- Ability to work independently and to collaborate as part of a small team in a multicultural and demanding environment
- Good understanding of publicly funded education issues and trade union values. Work experience in a trade union, membership-based organisation or international environment is an advantage

For this six-month maternity cover an attractive salary and conditions of service package will be provided in accordance with the ETUCE/Staff Collective Agreement. Some travelling in Europe can be expected. Health and travel insurances are provided.

Applications including a cover letter and CV must be submitted **by 15th May 2023** to job@csee-etuice.org.

Please note only shortlisted candidates will be contacted.

