Vacancy Notice

The European Trade Union Committee for Education
Equal Opportunity Employer
Invites applications for the full-time position of
Administration Officer
Brussels

The vacant position is to be filled as of 1 February 2022.

About ETUCE

The European Trade Union Committee for Education represents 127 education trade unions in Europe from 51 countries with approximately 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. In addition, the organisation plays an important role in supporting and coordinating the international cooperation among its member organisations in the EU/EFTA countries and its member organisations in other parts of Europe. ETUCE is the European Region of Education International (EI). It is a Social Partner organisation at European level and a European Trade Union Federation within the European Trade Union Confederation (ETUC).

The Position

The Administration 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 ensuring the smooth functioning of the office by handling various organisational and administrative tasks.

Duties and Responsibilities

• For and under the supervision of the European Director: schedule meetings, contact contractors, process documents, organise travel and other tasks
• Secretariat: provide administrative and secretarial support including general administration, programme administration, event organisation, procurement to ensure
the efficient operation of the ETUCE Secretariat, administer the ETUCE Administration team, negotiate and place orders with external suppliers and service providers

- Event management: plan (in presence, online or hybrid) conferences, seminars and events, including travel and logistical arrangements, carry out the logistical organisation and follow-up of ETUCE constitutional meetings, including writing minutes of them
- Communication: correspond and liaise with member organisations, other partners, members of constitutional bodies and European Institutions
- Finance: assist the financial management process, draft and update budgets, process invoices, check expense claims/reimbursements
- HR: Personnel management in close co-operation with the HR and ETUCE Accounts Officer, communication with applicants, receiving application documents, compiling them for evaluation, schedule interviews, handle and process forms required for recruitment
- Ensure operation and maintenance of equipment, including keeping equipment inventories and evaluating new equipment and techniques
- Maintain the ETUCE network, including assistance in troubleshooting and monitoring of network problems and replying to user needs and questions regarding network access.
- Organise and maintain a good filing and archive system and assist in backup and restoration procedures for local drives, including the maintenance of backup logs and assistance to

Required Education and Employment Background

- A University degree in a relevant subject or equivalent professional certificate
- Minimum of five (5) years sound experience in administration; experience in ICT and personnel support is an asset
- Excellent knowledge and command of the English language, written and spoken
- Good command of French and Dutch; Spanish, German and/or Russian are an asset
- High standard of relevant ICT skills, Office 365 package, familiarity with online meeting platforms; knowledge of CRM is an asset
- 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

An attractive salary and conditions of service package will be provided in accordance with the ETUCE/Staff Collective Agreement. A fair amount of travelling in Europe can be expected. Health and travel insurance are provided. Applications including a cover letter and CV as well as a portfolio with supporting material of the candidate’s experience must be submitted by 17 December 2021 to job@csee-etuca.org