



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

Policy Assistant with focus on Central Eastern Europe, Brussels

The position is to be filled as off 1st March 2024

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 Policy Assistant will work under the supervision of the European Director and provide sound and effective administrative and policy support. The successful candidate will contribute to the smooth functioning of the office by handling various organisational and administrative tasks and in particular to assist and work with our member organisations in Central Eastern Europe.

Duties and Responsibilities

- Policy work: Maintain the liaison with ETUCE member organisations in Central Eastern Europe with a particular focus on administering the ETUCE CEE-Roundtable and CEE-Network including setting up the agenda, writing minutes; monitor the EU accession development and assist member organisations in countries with EU candidate status including those who have recently joined the group, such as Ukraine, Moldova and Georgia, assist in developing cooperation projects to enhance and build the capacity of member organisations in CEE; advance the exchange and networking with and among the member organisations in CEE; assist in ETUCE's solidarity work



www.etuce-csee.org



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- Communication: with a view to enhance the communication and the CEE-network, correspond and liaise with member organisations in CEE, relevant trade union bodies, other partners, and international and European institutions.
- Administration: Assist the ETUCE Secretariat team in administration matters, in particular as regards liaising and communicating in Russian.

Required Education and Employment Background

- Sound experience in administration; experience in ICT is an asset
- A University degree in a relevant subject or equivalent professional experience
- Excellent knowledge and command of the English and Russian language, written and spoken
- Good command of French, German, Spanish and/or other Eastern European languages are an asset
- High standard of relevant ICT skills, Office 365 package, familiarity with online meeting 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 full time position 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 24 January 2024** to job@csee-etu.org.

Please note only shortlisted candidates will be contacted.