



Vacancy notice: Adviser PES Democracy Unit (paid, full-time)

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our office is based in Brussels. The PES is looking for a new team member to join the Democracy team in the run up of the 2019 European elections. Europe is facing many challenges, democracy is under pressure. The PES promotes a strengthening of democratic values, the rule of law and European democracy. By developing – together with our member parties and partner organizations - a strong, value based progressive agenda for 2019. By electoral research and the enlargement of our European Training academy, with the support of our members.

Job description:

- You signal and analyze democratic developments and elections in EU member states;
- You prepare at request briefings and speaking notes on EU Democracy Policies and electoral developments;
- You help the PES team prepare activities in the framework of the PES 2019 campaign academy;
- You monitor electoral rules, liaise and prepare correspondence on behalf of the PES leadership with the Authority for European political parties and foundations;
- You support the preparatory work done in the framework of the Democracy resolution to be adopted by the PES congress and the PES 2019 election manifesto;
- You provide support in organizing PES Democracy network and other PES meetings;
- You prepare contracts with suppliers in EU member states, providing and preparing general correspondence, invitations, meeting agenda and verify and follow up of invoices;
- You screen incoming calls and emails; take messages or respond as required;
- You organize and maintain an accurate and efficient filing system;
- You contribute to other duties as assigned.

Profile:

- You have a high degree of political awareness and commitment to the core values of the PES;
- You have a higher education in a field relevant to the position. Knowledge and skills in the area of statistics and electoral surveys are an asset;
- You are punctual, with a high level of organizational and time management skills;
- Your English is excellent, and you have a good level of French and at least 1 other EU language;
- You demonstrate a positive can-do and flexible team player attitude, utilizing integrity and discretion;
- You possess a pro-active attitude and capacities that can provide response on the ground in case of unexpected events;
- You have a good command of office IT skills.

Offer:

- The opportunity to work in the context of European politics, in a multidisciplinary team and in a multicultural and multilingual environment;
- A full-time contact of limited duration for a period of one year;
- An interesting salary package, including meal-vouchers, hospitalization insurance, pension fund and full public transport reimbursement.

How to apply:

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Mr. Achim Post, Secretary General, by **10/08/2018**. Your application should be submitted by email to the following address: hr@pes.eu.

The PES promotes gender balance and equal opportunities for women and men and is subject to Belgian law.