



Vacancy notice

Trainee Secretary Generals' office and 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 33 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 trainee to support the work of the Secretary Generals' office and Democracy Unit. This position initially is for 6 months, starting on 2 May 2018.

Job description:

- Prepare at request briefings and speaking notes on EU Democracy Policies and electoral developments;
- Provide administrative and organisational support;
- Prepare contracts with suppliers in EU member states, providing and preparing general correspondence, invitations, meeting agenda and verify and follow up of invoices;
- Taking care of meeting preparation for PES events: welcoming guests, registration, room setting, meeting folders, materials, catering and note taking;
- Coordinating and preparing travel arrangements, including accommodation;
- Create and update mailing lists;
- Screening incoming calls and emails; taking messages or responding as required;
- Organizing and maintaining an accurate and efficient filing system and update the archives;
- Update the PES common calendar and prepare the leadership workweek etc.;
- Contributing to other duties as assigned.

Profile:

- A high degree of political awareness and commitment to the core values of the PES;
- Higher education in a field relevant to the position. Knowledge and skills in the area of statistics and electoral surveys are an asset;
- Punctual, with a high level of organizational and time management skills;
- Excellent English, French and at least 1 other EU language;

- Positive can-do and flexible team player attitude, utilizing integrity and discretion;
- Pro-active attitude and capacities that can provide response on the ground in case of unexpected events;
- A good command of office IT skills.

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 **15/04/2018**. Mention the following in the subject field of your e- mail: Trainee Secretary Generals' office and Democracy Unit. 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.