



## Party of European Socialists (PES)

### Trainee Social and Employment Policy (full time)

#### Job description:

- Supporting the work of the PES EU Policy Unit on social and employment policy;
- Providing research and briefings on EU social and employment policy;
- Supporting the drafting of political papers, for example policy papers, speeches and press material;
- Assistance in organizing meetings and events;
- Attending at congresses, conferences, meetings, seminars and preparing reports for the PES;
- Contribute to other duties as assigned.

#### Profile:


- A high degree of political awareness and commitment to the core values of the PES;
- Very good understanding of European decision-making, EU institutions and European politics;
- University degree or relevant experience in field of Social and Employment Policy;
- Excellent research and writing skills;
- Experience in organizing meetings and events would be an asset;
- Excellent English and at least 1 other EU language;
- A flexible team-player with a high degree of motivation and pro-activeness;
- A good command of office IT skills.

#### Practical information:

- Location: PES Headquarters, 10-12 Rue Guimard, Brussels
- Duration: starting preferably on the 6th of March 2017 for 6 months
- This is a paid internship

Please send your application letter, accompanied by a detailed CV, to Marije Laffeber, PES Deputy Secretary General, **before 28/02/2017**. Applications should be sent by e-mail to [hr@pes.eu](mailto:hr@pes.eu) with the subject: Trainee Social and Employment Policy.

The PES promotes equal opportunities for women and men.

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