



## **Vacancy notice**

### **Trainee Migration Policy 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 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 trainee to support the work of the Migration Policy Advisor and the Democracy Unit.

#### **Job description:**

Duties of the trainee on migration Policy and the Democracy Unit will include but are not limited to:

- You provide administrative and organizational support;
- You prepare at request briefings and speaking notes on Migration Policies, EU Democracy Policies and electoral developments;
- You organize thematic meetings for the PES Migration & Integration Network;
- You prepare contracts with suppliers in EU member states, provide and prepare general correspondence, invitations, meeting agenda and you verify and follow up of invoices;
- You take care of meeting preparations for PES events: welcoming guests, registration, room setting, meeting folders, materials, catering and note taking;
- You draft speaking points, minutes, reports on meetings;
- You coordinate and prepare travel arrangements, including accommodation;
- You create and update mailing lists;
- You organize and maintain an accurate and efficient filing system and update the archives;
- You update the PES common calendar and support preparation of annual activity reports;
- You work in close collaboration with other PES Staff;
- 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 are holder of a university degree 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;
- You have excellent English, and at least 1 other EU language. Knowledge of French is an asset;
- You have a good command of office IT skills;
- You are a flexible team-player with a high degree of motivation and pro-activeness;
- You are able to work effectively in a multidisciplinary team in a multicultural and multilingual environment.

**Offer:**

- We offer you a paid full-time internship, initially for six months with the possibility to extend

**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 **August 10th**. Mention the following in the subject field of your e- mail: Trainee Migration Policy and Democracy Unit. Your application should be submitted by email to the following address: [hr@pes.eu](mailto:hr@pes.eu).

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