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# ETUCE

## European Trade Union Committee for Education EI European Region

### Vacancy Notice

#### **Programme Officer at ETUCE – the European Trade Union Committee for Education in Brussels**

The European Trade Union Committee for Education (ETUCE) has a vacancy for a full-time **Programme Officer**. The vacancy is for a one year temporary contract that can potentially be converted into a permanent employment contract, subject to the needs of ETUCE at the time when the temporary contract expires. The vacant position is to be filled as of 1 February 2019.

#### **About ETUCE**

The European Trade Union Committee for Education represents 132 education trade unions in Europe from 51 countries with approximately 11 million members, vis-à-vis the EU policy-making 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. In addition, the organisation plays an important role in supporting and coordinating the international cooperation among its member organisations in the EU/EFTA countries and its member organisations in the rest of Europe.

ETUCE is the European Region of Education International (EI). It is a Social Partner organisation at European level and a European Trade Union Federation within the European Trade Union Confederation (ETUC).

#### **The position**

The selected candidate is to work as a Programme Officer under the supervision of the European Director, assisting in the implementation of the ETUCE work programme, EU funded projects, and working particularly with the following areas within education trade union policies at European level: Working conditions and occupational health and safety, digitalisation in education and other related labour market issues.

As ETUCE organises conferences and other activities abroad, the position requires frequent travelling in Europe and includes the responsibility to represent ETUCE at events and meetings with the European Commission and the European Parliament.

Tasks include:

- analysing EU labour market policies from an education trade union perspective and labour market directives relevant for education personnel in the areas of occupational health and safety and digitalisation;
- dealing with the development, application and implementation of projects in the areas of his/her responsibility;

- drafting reports, information and background notes for ETUCE statutory bodies
- prepare and follow-up on conferences, seminars, and other meetings; this can include involvement in logistics.

The ETUCE secretariat in Brussels is a relatively small secretariat, valuing an informal working atmosphere, close team work, and a high level of excellence in its work.

### **Personal Profile**

The ideal candidate should have the following characteristics:

- hold a University degree in a relevant discipline or its equivalent;
- be experienced in and have a strong interest in working with the relevant areas of education trade union policies, including occupational health and safety and digitalisation
- have experience, or a strong interest in European trade union policies;
- have experience in project management;
- have an excellent level of written and oral English;
- proficiency of French and other ETUCE languages is an asset;
- have excellent communication skills, including knowledge of political communication;
- have sound media literacy and computer skills.

An attractive salary and conditions of service package are to be provided in accordance with the ETUCE/Staff Collective Agreement. The successful candidate is to be appointed to the appropriate salary scale according to the relevance of his/her work experience and qualification. Health and travel insurance are provided.

**Candidates are invited to submit their application including a cover letter and CV by 25 January 2019 to [job@csee-etuce.org](mailto:job@csee-etuce.org)**