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**Job vacancy at the ETUC – Project Officer Standardisation**

**Deadline for application 02 December 2024**

The ETUC is recruiting a part-time **Project officer on standardisation**. Under the supervision of the ETUC Deputy General Secretary, the Project Officer will work with a team of 5 people on the implementation of projects in the field of standardisation.

⇒ **Fixed term contract of 1 year on a 50% basis**

**Description**

- Assist the team in the daily administration and coordination of the project (organise, participate in and follow-up of meetings and events; preparation and dissemination of invitations and agendas, proof reading, drafting minutes and reports, etc.)
- Collate and prepare, in a timely manner, all information needed for technical reporting to the European Commission and EFTA, including validating invoices and expenses, content of partner reports, etc.
- Contribute to reports in relation to standardisation activities and policy, including follow-up of these activities
- Liaise and provide expertise in the field of standardisation to project partners on a permanent basis (e.g. coordinating the work of trade union experts attending the CEN and ISO technical committees, targeting national standardisation bodies and the European institutions with a view to maximising the ETUC's impact).
- Provide input related to the project (newsletters, online publishing, editorial support, maintenance of contact database, etc).

**Profile**

Experience in the trade union movement and/or with European projects is a necessity.

The successful candidate should preferably hold a university degree, or equivalent experience, in one of the following areas: political science, law, economics.

The successful candidate must have knowledge, skills, and experience in the following areas:

- A good knowledge of European and International Standardisation
- Capacity to understand the content of standards in different fields
- Experience of European projects including financial aspects
- Excellent written and spoken English, with a very good command of a second language, preferably French. Other languages would be an asset
- Strong organisational and interpersonal skills

- Ability to work independently and as part of a team
- Ability to work in an international multicultural environment
- Good command of MS Office tools, social media

### **We offer**

We offer a competitive salary in category II of our pay scale<sup>1</sup>, and an attractive package of fringe benefits in line with qualifications and experience.

The daily work will be undertaken in the ETUC offices in Brussels. Occasional travel may be required.

**Starting date:** 1<sup>st</sup> of January 2025

Please forward a CV and cover letter to Juliane Bir, Chief of Staff, at [vacancy@etuc.org](mailto:vacancy@etuc.org) **by 02 December 2024**.

Short listed candidates will be invited to a written test and interviews.

ETUC is an equal opportunities employer.

**GDPR:** to comply with data protection laws, ETUC does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our website where all our vacancies are posted [www.etuc.org](http://www.etuc.org).

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<sup>1</sup> Starting salary of Category II pay scale is 4855,00€ gross per month (for a full time). The successful candidate will be placed on the pay scale in line with experience.