



VACANCY NOTICE

Project Assistant (full time)

About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 49 leading universities and research institutes in the field of European affairs throughout Europe, managed by the TEPSA Secretariat in Brussels. The TEPSA Secretariat manages and implements several EU-funded projects, within which it strives to maximise the policy and societal impact of research by organising conferences and trainings, producing audio-visual material, and providing expertise to EU institutions. For further details, see our website: <https://www.tepsa.eu/>.

Job Description

TEPSA is looking for a talented, skilled, and motivated young professional for a remunerated 6 month-traineeship in its Brussels office. The candidate would be required to start on **Monday 15 January 2024**.

The successful candidate will join our dynamic office, where everyone plays an important role and has an impact. The trainee will be in contact with TEPSA member institutes, EU institutions, think tanks and academic organisations across Europe. The traineeship provides an opportunity to broaden your network in these circles.

The trainee will support TEPSA in the implementation of its EU-funded projects. In particular, the trainee will support TEPSA in the **implementation of a number of projects** on democracy, disinformation and citizens' engagement, including the coordination and editing of publications on these themes and the organisation of events. In addition, they will be involved in TEPSA's **communication and dissemination activities** through a number of written and audio-visual outputs. Lastly, the trainee **may assist in the supply of external expertise to EU institutions** and the coordination and editing of research papers in the field of external relations (human rights, development, EU enlargement, Eastern and Southern neighbourhood, security and defence) and gender issues. The trainee will be working under the direct supervision of the Project Managers.

TEPSA offers a paid traineeship (**monthly remuneration of € 977.50**) that would best suit a candidate with a Master's degree in European studies, political science, law, international relations or public administration who has already acquired experience in EU projects or in maintaining communication activities in the field of European affairs.

Tasks & Responsibilities

- Supporting the implementation of TEPSA's Horizon Europe-funded projects **RECLAIM, ActEU, and Nets4Dem** in cooperation with TEPSA's Project Managers, including liaison with and reporting to donors;
- Supporting the implementation of TEPSA's **communications** priorities, both externally and internally in cooperation with TEPSA's Communications Manager, including liaison with TEPSA Member Institutes;
- Assistance in the conceptualisation and organisation of conferences and seminars;
- Support in the coordination of research papers, including identifying and liaising with academic experts and ensuring the respect of deadline and specifications;
- Assistance in editing reports and studies;
- Contribution to the implementation of TEPSA's general activities.

Requirements

- **Master's** degree in **European studies, political science, international relations, law** or a related discipline;
- Excellent knowledge of the internal workings of the **EU institutions** and decision-making processes;
- Excellent **drafting** and **editing** skills;
- Excellent **organisational** skills, ability to **prioritise** and attention to detail;
- Fluency in **English**, knowledge of **French** is an asset;
- Knowledge of **MS Office**;
- Capable of handling multiple tasks, prioritising workload, being responsive and a fast learner;
- Interest in working in a multicultural team;
- Eligible to work in **Belgium** (EU citizen or valid work permit at the time of the application);
- Experience with video and graphic production is an asset;
- Experience with Content Management Systems (WordPress), knowledge of MailChimp is an asset;
- Experience in the organisation of events in the field of EU affairs and/or experience in EU projects are considered an advantage.

Desirable Experience & Expertise

- Experience in event organisation;
- Experience in working for a university, think tank, or a membership-based organisation;
- Experience in working for or with EU institutions;
- Thematic expertise on EU governance, EU external policies and foreign affairs, democracy, citizens' engagement, disinformation, and EU enlargement.

Application Procedure

Applicants are requested to send their **CV (including the names and contacts of two references) and cover letter, both in PDF format**, to recruitment@tepsa.eu with the following subject line: **Project Assistant [Your name]**.

The closing date for applications is **29 November 2023 (midnight)**; however, early applications are highly encouraged, as application received will be reviewed and interviews held on a rolling basis.

As we are expecting a high volume of applications, we will only be able to contact shortlisted candidates. Thank you for your interest in TEPSA's work.