

VACANCY NOTICE

Project Assistant (full-time)

About TEPSA

The The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 50 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](#).

Job Description

TEPSA is looking for a talented, skilled, and motivated young professional for a remunerated 6-month traineeship in its Brussels office. The planned start date is **Monday, 4 May 2026**.

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 the candidate's network in these circles.

The trainee will support TEPSA in the implementation of its EU-funded projects. In particular, the trainee will 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). In addition, the trainee will support TEPSA in the implementation of a number of projects on democracy, EU enlargement and citizens' engagement, **including the coordination and editing of publications on these themes and the organisation of events**. Lastly, they may be involved in TEPSA's communication and dissemination activities through a number of written and audio-visual outputs. The trainee will be working under the direct supervision of the Project Managers.

TEPSA offers a paid traineeship (**monthly remuneration of € 1,080**) 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

- Support in the coordination of research papers, including identifying and liaising with academic experts and ensuring the respect of deadlines and specifications;
- Assistance in editing reports and studies;
- Assistance in the conceptualisation and organisation of conferences, seminars and other events;
- Assistance in the communication of EU-funded projects through the preparation of newsletters, news, social media campaigns and other communications materials (e.g. visually-engaging infographics);
- 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 in the organisation of events in the field of EU affairs and/or experience in EU projects is 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 and written answers** to the three questions below (max. 200 words per answer), as well as the names of two references, via e-mail to mathilde.chignesse@tepsa.eu with "Traineeship [Name of the applicant]" in the subject line, addressed to Mathilde CHIGNESSE.

- Please describe a research project or academic work you have conducted related to European politics, EU institutions, or the European Parliament. Which methods and sources did you use? What were your main findings or contributions?
- Please describe a situation where you edited, revised, or contributed to improving a research or policy-related text. What was the purpose of the document? What kind of changes did you make? How did your contribution improve the final output?
- Please describe how you would organise and follow up on contributions from multiple researchers working on a joint publication or project. How would you ensure clarity of expectations? How would you handle delays or inconsistent contributions? What tools or methods would you use to keep the process efficient?

The closing date for applications is **Sunday, 12 April 2026 (midnight)**; however, early applications are highly encouraged, as applications 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.