



## Traineeship position at TEPSA

### Job description

TEPSA is looking for a talented, skilled and motivated young professional for a remunerated traineeship opportunity for a period of six months in its Brussels office. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact, as a Project Assistant.

The trainee will be in contact with TEPSA member institutes, EU institutions and other think tanks and academic organisations across Europe. The traineeship provides an opportunity to broaden your network in these circles. TEPSA offers a **paid traineeship** (gross remuneration of €900) that would best suit a candidate with a Master's degree in European studies, political science or public administration, who has already acquired experience in EU projects or in organising activities in the field of EU affairs.

The traineeship offered will be focused on assisting in project implementation and on contributing to the preparation of new project applications.

### Tasks

- Assistance in editing reports, newsletters and publications
- Organisation of conferences, seminars, trainings and other activities
- Liaison with the European institutions, especially the European Parliament
- Contribution to the overall implementation of TEPSA activities
- Support in the preparation of tender applications for EU institutions and other funds
- Social media and website management
- Assistance in general administration

### Requirements

- Master's degree in European studies, political science, European law, public administration, economics or a related discipline
- Excellent organisational skills (proven experience)
- Fluent in English, especially in written form (native speaker an advantage), good knowledge of French, other languages an asset
- Excellent knowledge of the internal workings of the EU institutions and decision making processes
- Detailed knowledge of MS Office. Website management skills and knowledge of WordPress and/or 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
- Excellent drafting skills, previous experience in preparing project proposals an asset
- Eligible to work in Belgium (EU citizen or valid work permit)

### Application procedure

Applicants are requested to send their CV and cover letter including the names of two references via e-mail to [recruitment@tepsa.eu](mailto:recruitment@tepsa.eu), with 'Traineeship [Name of the applicant]' in the subject line, addressed to Mariam Khotenashvili. Applications will be considered on a rolling basis. The starting date of the traineeship will be agreed at the interview. Please note that we will only be able to contact shortlisted candidates. Interviews will be conducted on TEPSA's Brussels premises or via Skype. No travel reimbursement is available for the interviews.