



## 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 Project Assistant will cooperate closely with TEPSA member institutes, EU institutions (especially the European Parliament) and think tanks and academia across Europe. The position will allow the successful candidate to further develop his/her project management, reporting and research skills and gain insights into EU policy-making and policy analysis.

The Project Assistant will be involved in the implementation of TEPSA's [six framework contracts with the European Parliament](#)'s DG EXPO by coordinating the supply of external academic expertise to the EP in a number of fields in the realm of EU's external relations. He-She will also assist on an ad hoc basis in the implementation of multiple EU projects of different nature, with a focus on research dissemination, event organisation and outreach to citizens.

TEPSA offers a **paid traineeship** (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 implementation.

### Tasks

- Helping in coordination and implementation of TEPSA's Framework Contracts with the European Parliament for the supply of external academic expertise
- Quality check and proofreading of research papers
- Liaison with TEPSA researchers and EU institutions
- Planning and organisation of project events and meetings
- General administrative tasks

### 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 (especially the European Parliament)
- 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. Experience in drafting and reviewing policy reports and analysis is also an asset.
- Specific knowledge or experience in one of the issues covered by TEPSA's six framework contracts with the EP (EU Enlargement and Neighbourhood, Development, Security and Defence, Human Rights and Democracy) will be 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 EP Studies Assistant [Name of the applicant]' in the subject line, addressed to Mariam Khotenashvili. The **deadline** for applications is **Sunday 1 March (midnight)**. Interviews will take place in the beginning of March. The envisaged starting date of the traineeship is mid-March. 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.

