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

**Deadline for application 15 July 2024**

The ETUC is recruiting a part-time **Project officer on migration (50%)**. Under the supervision of the ETUC Confederal Secretary, the Project Officer will work on the implementation of projects in the field of migration.

⇒ **Fixed term contract of 2,5 years on a part-time basis (50%)**

**Description**

- Support the team in the daily coordination and administration of projects (organise, participate in and follow-up of meetings and events, preparation and translation of invitations and agendas, proof reading, drafting minutes and reports).
- General project coordination ( budgeting, implementation and reporting).
- Coordinate project partners and experts (liaising and supervising the work of partners /experts involved).
- Over-see the production of written documents by experts and others.
- Maintain and update the UnionMigrantNet web portal and social media account (drafting posts, keeping info updated, etc).
- Follow EU policy development and policy debates on migration.
- Collate and prepare, in a timely manner, all information needed for technical reporting to the European Commission, including validating invoices, content of partner reports.
- Assist with communication and outreach activities related to the project.

**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:

- Experience in dealing with European projects in terms of content, financial aspects and technical reporting and an understanding of the project cycle of DG HOME, Asylum, Migration and Integration Fund (AMIF).
- Excellent written and spoken English, with a very good command of a second language. 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 September 2024

Please forward a CV and cover letter to Juliane Bir, Chief of Staff, at [vacancy@etuc.org](mailto:vacancy@etuc.org) **by 15 July 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 5051,00€ gross per month . The successful candidate will be placed on the pay scale in line with experience

