



Are you enthusiastic about Europe and educational work? The European Centre for Workers' Questions (EZA) is a network of 70 trade unions, socio-cultural workers' organisations and educational and research institutions from 29 European countries. We are an educational centre and platform for our members. We believe that a well-functioning social dialogue is a key component for a social Europe and strengthens the further development of democracy at the workplace and in European society. We want workers and employers to talk to each other – using a constructive and value-based approach. Our work is guided by Christian-social values. Europe needs leaders of workers' organizations who have a European perspective and who participate in European networks. We help with capacity building. We convey knowledge about the European context and increase technical skills.

In the EZA Secretariat you can contribute to the realisation of a European educational programme for multipliers and delegates of trade unions and other workers' organisations on topical issues of the social dialogue in Europe.

We are seeking for the **earliest possible date** an:

### **Adviser for the EZA Office in Brussels (m/f/d)**

**Working hours:** 100% of the standard weekly working hours. The post is limited to two years. The aim is to make the position permanent.

**Place of work:** Brussels

**Remit:**

You will assist the EZA team in our Brussels office as follows:

- Developing and cultivating contacts in the EU institutions and other organisations relevant to EZA's work on an ongoing basis
- Following and analysing current EU employment and social policies for the EZA network
- Assisting EZA members in EU matters: analysing EU policy, arranging for experts, etc.
- Content-related support for EZA publications

Within our European educational programme "European Social Dialogue":

- Content-related and administrative project support for conferences and training events in co-operation with members/project partners
- Assisting with the submission of applications and overall reporting for the European Commission as the granting authority

**Requirement profile:**

You have:

- A university degree (Bachelor's or higher degree) in political sciences or cultural studies/European Studies or a comparable qualification
- International work experience in a European context, especially in the field of economics and social affairs/social dialogue, trade union work and international education work
- Familiarity with the way EU institutions operate
- Language skills: fluent written and spoken English; good German; other languages would be an advantage
- A high degree of initiative, commitment and flexibility
- An independent, structured and result-oriented way of working

- Intercultural communication and team skills
- You make contacts easily and enjoy developing networks
- Willingness to travel within Europe on business

**Our offer:**

We are offering you:

- A varied job in a European context
- A motivated team of currently 11 persons
- The chance to work independently and creatively
- Family-friendly, flexible working hours, remote work possible
- Remuneration commensurate with your qualifications and experience (Belgian labour contract)

Have we aroused your interest? Would you like to join our team? We look forward to receiving your detailed application. Please send your credentials by e-mail in pdf format to Ilona Mosler: [mosler@eza.org](mailto:mosler@eza.org) **by 24 April 2022 at the latest**. Sigrid Schraml will be glad to answer your questions on the job profile; you can call her on +49-2223 - 29 98-44.

The interviews will probably be held in week 18 and 19, 2022, at our office in Königswinter/Germany.

For information on our data protection policy, go to: <https://www.eza.org/en/data-privacy>

**EZA - Europäisches Zentrum für Arbeitnehmerfragen**

Johannes-Albers-Allee 2, D - 53639 Königswinter

Phone: +49 - 22 23 - 29 98 – 0, Fax: +49 - 22 23 - 29 98 - 22, [www.eza.org](http://www.eza.org)