European Transport Safety Council

The **European Transport Safety Council (ETSC),** an independent non-profit making organisation dedicated to reducing the numbers of deaths and injuries in transport in Europe, is seeking a motivated and pro-active full-time,

Policy Officer (maternity leave replacement)

to join its Brussels office.

Responsibilities

Reporting to the Executive Director, the Policy Officer will carry out the following principal duties:

- Monitoring EU transport safety policies;
- Meeting with decision-makers;
- Drafting position papers;
- Liaising with ETSC's consortium of members and experts;
- Collecting and analysing national data on road safety;
- Drafting PIN reports under the supervision of ETSC PIN Programme Officer;
- Assisting with the efficient running of the ETSC office; contributing to the development and smooth running of administrative procedures and such other duties as and when required by the Executive Director;
- Assisting with the organisation of ETSC events and working meetings.

Profile

Candidates should be able to demonstrate the following:

- Minimum of 2 year experience in EU advocacy; Masters degree in some aspect of European affairs;
- Excellent writing skills and an ability to communicate specialist technical knowledge clearly to a non-specialist audience;
- Knowledge of EU decision-making process;
- Ability to communicate fluently, orally and in writing in English; other languages a benefit;
- Effective information gathering skills, good organisational skills, a flexible approach and the ability to plan and prioritise tasks;
- Ability to work in an intensive and fast-paced work environment and to integrate a team quickly;
- Self-motivated and able to work independently, collaboratively with minimum supervision;
- Interest in road safety, from an NGO perspective;
- Good knowledge of Microsoft Office, in particular Excel.

Contract

- A 6 month contract starting as soon as possible
- Brussels-based, 37½ hours per week
- A competitive NGO salary, according to age and experience.

Please apply by **no later than the 7th of October 2012** by sending an email enclosing CV and cover letter to:

Mr. Antonio Avenoso
Executive Director
European Transport Safety Council
Email: Graziella.jost@etsc.eu

Please include "Maternity leave replacement + your name" in the subject line of the email.

Please note that only shortlisted applicants will be contacted. Interviews will be held in Brussels.