European Transport Safety Council

The **European Transport Safety Council (ETSC)**, an international non-governmental organisation dedicated to the reduction of the number and severity of transport crash injuries in Europe, is seeking a motivated and pro-active full-time,

Junior Project Officer

to join its Brussels office.

Responsibilities

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

- Drafting reports, newsletters and Fact Sheets;
- Monitoring EU and Member States transport safety policies;
- Liaising with ETSC's consortium of members and experts;
- Organising events and expert meetings;
- 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 other ETSC events and working meetings.

Profile

Candidates should be able to demonstrate the following:

- A strong interest in road safety, from an NGO perspective;
- Excellent writing skills and an ability to communicate specialist technical knowledge clearly to a non-specialist audience;
- Knowledge of European policy processes;
- 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.
- An interest in vehicle safety and technology would be an asset.

Contract

- An 18 month contract starting immediately with possible renewal
- Brussels-based, 37½ hours per week
- A competitive NGO salary, according to age and experience.

Please apply by **no later than 30th November2010** by sending an email enclosing CV and cover letter to:

Mr. Antonio Avenoso
Executive Director
European Transport Safety Council
Avenue des Celtes, 20
B-1040 Brussels
Email: ilyas.daoud@etsc.eu

Only shortlisted applicants will be contacted.