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

# Stagiaire

to join its Brussels office. From this work experience you will gain an invaluable insight into the successful running of a NGO and the different activities and types of research that back up any recommendations that we make for enhancing transport safety in Europe. The stage also will be paid. Reporting to the Executive Director, you will carry out a wide range of duties in support of the above activities.

## Responsibilities

Reporting to the Executive Director, the stagiaire will carry out the following principal duties.

General:

- Assisting with the organisation of ETSC events, conferences and technical working meetings, and representing ETSC at meetings and conferences;
- Assisting with the management of ETSC's contact database;
- Liaising with ETSC Main Council members and national road safety experts;
- 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.

Road Safety Performance Index (PIN Programme):

- Supporting the collection of road safety information from 27 European countries;
- Supporting the presentation of the findings in newsletters and reports;
- Helping with preparation of the national debates.

**Profile**

Candidates should be able to demonstrate the following:

- A strong interest in transport safety policy or planning from an NGO perspective;
- A combination of European languages including fluent English;
- Effective information gathering skills, good organisational skills, a flexible approach and the ability to plan and prioritise tasks;
- A good command of Microsoft Office package, esp. Excel;
- Some knowledge of statistics;
- Excellent writing skills and an ability to communicate specialist technical knowledge clearly to a non-specialist audience;
- Knowledge of European policy processes.

**Contract**

- October 2006 – March 2007
- Brussels-based, 37½ hours per week, Monday – Friday; 09.00 – 17.30;

Deadline for application: **1 September 2006**

**Please apply by email by enclosing a CV to:**

Dr. Jörg Beckmann
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European Transport Safety Council
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B-1040 Brussels

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