



Vacancy: Statutory Unit Internship

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events. Our office is based in Brussels.

Job Description:

Performs administrative and office support activities for the PES Statutory Unit.

The Statutory Unit prepares PES meetings such as the Congress, Council, Leaders, Presidency and Coordination team meetings and works closely with the PS President, PES Secretary General and Deputies team.

Duties may include fielding telephone calls, screening and answering correspondence, drafting, and sending invitations. Extensive knowledge of office IT skills are required, as well as research abilities and strong communication skills. A proficient knowledge of English (written and oral) is a requirement. Any additional European languages are an asset.

- Providing administrative and office support to the Statutory Unit.
- Coordinating and preparing travel arrangements and accommodation upon request.
- Organising and maintaining an accurate and efficient filing system.
- Drafting speaking points, providing political briefings, country and party briefings, national polls and general monitoring of political developments.
- Support for the campaign team in view of the EU elections.

Your Profile:

- A high degree of political awareness, knowledge of the functioning of the European Union and commitment to the core value of PES.
- Education in a field relevant to the position.
- A high level of organisational and time management skills

 www.pes.eu

 facebook.com/PES.PSE

 twitter.com/PES_PSE



Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

- Excellent command of English which will be the principle working language. A good level of another official EU working language is highly desirable.
- Positive can-do and flexible attitude in an international team environment, integrity and discretion.
- A good command of office IT skills

Offer:

- The opportunity to work and gain experience in the context of the European Union in Brussels, in a multicultural and multilingual environment.
- A six-months contract starting in January 2023.
- Offices located in the heart of the European neighborhood, very accessible by public transport (Brussels Central Station, Metro Arts-Loi).

How to apply:

Please send your application letter, accompanied by a detailed CV to to Achim Post, PES Secretary General, before 23/12/2022. Applications should be sent by e-mail to careers.statutoryunit@pes.eu with the subject: INTERN SATUTORY UNIT.

The PES promotes diversity & equal opportunities for women and men.