

## Policy Officer for the Economic and Legal Affairs Commission Job description

The European Construction Industry Federation - FIEC (a registered aisbl under Belgian law) - is the European voice of construction enterprises of all sizes (from the one person builders/craftsmen and SMEs through to large international firms), from all building and civil engineering specialities. It is the officially recognised employers' representative in the EU sectoral Social Dialogue committee for the construction industry.

FIEC is looking for a dynamic, solution-oriented and motivated Policy Officer for its Economic and Legal Affairs Commission.

The Economic and Legal Affairs Policy Officer will provide economic and legal support to FIEC members and secretariat as well as to the related expert groups and represent FIEC in the relevant fora, with the aim of contributing to the development of a sustainable economic and legal environment for the construction industry in Europe and to the implementation of related strategies on legislative issues impacting our industry. This includes legislative files related to public procurement, infrastructure policies, competition law, contract law, digitalisation, statistics and banking regulation. This is an exciting opportunity to be at the centre of one of the most comprehensive and challenging sectors.

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### Responsibilities

Reporting to the Director General, the Economic and Legal Affairs Policy Officer should:

- work closely with the other departments and the chairs and national experts of the various concerned bodies
- organise and coordinate the work of relevant FIEC experts groups
- draft opinions on economic and legal affairs and provide advice and assessments
- draft FIEC position papers, strategies and other related documents on relevant economic and legal topics
- monitor and analyse the impact of relevant legislation and court cases
- coordinate and contribute to the publication of the annual statistical report
- write articles for weekly newsletter and for external publications
- prepare speeches and PowerPoint presentations for FIEC representatives at external events
- build networks with EU institutions and other EU trade associations on economic and legal issues
- represent FIEC in external events and meetings

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### Qualifications

The ideal candidate should have:

- University degree
- Practical knowledge of the legislative procedure, the EU institutions and their functioning
- Good analytical skills and ability to summarise information
- Ability to work cooperatively in a small team, with a proactive attitude and be willing to accept responsibilities
- Ability to facilitate consensus among members
- Dynamic, open-minded, hard worker, organised, team player
- Good presentation and communication skills
- The working language of the federation is mainly English (a very good level, both oral and written, is required) and any additional European language, in particular German and French, would be an advantage

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### In return, FIEC offers

- A competitive remuneration package according to work experience
- An open-ended contract under Belgian law
- A pan-European, rewarding and challenging work environment
- A wide-ranging variety of topics

**Please send your letter of motivation, with your salary expectation, and curriculum vitae by Friday 3<sup>rd</sup> September 2021 to the attention of Mrs. M. Lambelé (m.lambele@fiiec.eu)  
Email header subject: "Application – Economic and Legal Affairs Policy Officer vacancy"**