



JOIN OUR TEAM

Policy Officer - 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.

The Policy Officer will primarily be responsible for social affairs, with a particular focus on training and education. The role will also include work on sustainability, notably in connection with FIEC's participation in the EU Platform on Sustainable Finance. In addition, the successful candidate should be willing to contribute to a broader range of issues affecting the construction industry, depending on organisational priorities and upcoming legislative developments. This is an exciting opportunity to work at the heart of one of Europe's most comprehensive and challenging sectors.

Responsibilities

Reporting to the Director General, the 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 and provide advice and assessments
- draft FIEC position papers, strategies and other related documents on relevant topics
- monitor and analyse the impact of relevant legislation and court cases
- 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 social issues
- represent FIEC in external events and meetings

Qualifications

The ideal candidate should have:

- University degree
- At least 3 years of 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 French and German, is an advantage

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 12th June to the attention of Mrs. M. Lambelé (m.lambele@fiiec.eu)
Email header subject: "Application – Policy Officer vacancy"