

## Policy and project assistant

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.

In order to complement its Team FIEC is looking for a dynamic, solution-oriented and motivated Policy and project assistant.

The Policy and project assistant will provide support to the other colleagues of the Team on a variety of issues ranging from environment, technical, economic and legal, social up to EU-funded projects. He/she will also 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 is an exciting opportunity for someone willing to step into European affairs or to strengthen his/her competences and skills, at the centre of one of the most comprehensive and challenging sectors.

### Responsibilities

Reporting to the Director General, the Policy and project assistant should:

- work closely with the other colleagues of the various departments according to the needs
- provide support in the organisation and coordination of the work of relevant FIEC experts groups
- help in drafting FIEC position papers, strategies and other related documents on relevant topics
- monitor and analyse the impact of relevant legislation and policy initiatives
- help coordinating and elaborating 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
- provide support for the administration and the achievement of tasks assigned to FIEC in the framework of EU-funded projects
- represent FIEC in external events and meetings

### Qualifications required

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
- willingness and ability to deal with a wide variety of topics
- willingness to provide support to the other colleagues in the Team
- 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

### In return, FIEC offers

- a competitive remuneration package according to work experience
- full-time 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 10<sup>th</sup> February to the attention of Mrs. M. Lambelé (m.lambele@fiec.eu)  
Email header subject: "Application – Policy and project assistant vacancy"**