



Job vacancy

Junior Personal Assistant – Operations Team

Salary: €1100 gross per month

Location: IEEP Brussels office

Contract duration: CIP contract of 6 months with a possible renewal for an extra 6 months (1 year in total)

Application deadline: Sunday 28 March 2021

Our offer to you:

- You will contribute to a more sustainable Europe
- You will have a real impact on IEEP's growth and evolution;
- You will enjoy the good work atmosphere, flexible working environment, and open culture of a culturally diverse, highly committed and energetic team

About IEEP

The Institute for European Environmental Policy (IEEP) is a sustainability think tank, based in Brussels and an office in London. We're a team of policy professionals composed of scientists, economists and lawyers with a diverse range of expertise. With over forty years of experience, we provide evidence-based analysis and advice on European environmental policy, including its global dimensions. We work with a range of clients from the European Commission and Parliament to international organisations, businesses and NGOs.

Much of IEEP's project work involves teams of partners from a variety of countries, including EU Member States and beyond. We maintain a commitment to being at the forefront of thinking about environmental aspects of EU policies and their development, and promoting a thorough understanding of environmental issues and needs among policy makers and other relevant organisations in Europe and globally. For more information please see our web site: www.ieep.eu

We are committed to high quality, transdisciplinary and impartial research as well as accountability and transparency ([IEEP Code of Ethics](#)).

IEEP and its Convention d'immersion professionnelle (CIP)

IEEP aims to provide valuable experience to those looking to pursue a career in environmental policy. The successful candidate will be hired under the terms of a “*Convention d'immersion professionnelle*” under Belgian law¹. This means that the successful candidate will need to demonstrate that they have recently concluded education related to the post in question. This will be verified by the responsible government agency before the contract can be approved.

The Role

IEEP has a vacancy for a Junior Personal Assistant in the institute’s Finance and Operations team. As a Personal Assistant you will provide administrative support to the Executive Director of IEEP and, partially, to the two horizontal team at IEEP (the External Relations Team and the Operations team) where the ED is directly involved. The ideal candidate will have experience in handling a wide range of administrative and executive support related tasks and will be able to work independently. This person must be well organized, proactive, flexible and enjoy the administrative challenges of supporting a small office of diverse people.

Key responsibilities

The Junior PA carries for example the following activities:

- Responsible for the approvals of the Executive Director, coordinating the signature of different documents (reports, blogposts, papers, contracts, etc.) between IEEP staff members and the ED, using DocuSign and other tools to collect the needed approval in a timely and organized manner;
- Responsible for calendar management of the Executive Director requiring interaction mainly with internal participants, to coordinate a variety of meetings: for the moment mainly virtual meetings but at a later stage both in office and other locations;
- Responsible of the planning, organisation and management of team meetings of the two horizontal team at IEEP: the External Relations Team and the Operations team;
- Responsible of the planning, organisation and management of the weekly staff Institute meetings and staff retreats, taking minutes and drafting the agendas in a timely manner;
- Participate in the Operations Team meetings, take minutes, organize future meetings and update the documents in relation to that team meeting;
- Assist in the organisation of IEEP events and in the preparation of the Think 2030 conference;
- Work with the HR and Office Manager on recruitment tasks and reply/coordinate general requests eg. Spontaneous applications or other queries;
- Arranging travel, accommodation reservations for the Executive Director when the sanitary situation evolves;

¹ <https://www.bruxelles-j.be/travailler/ton-premier-emploi/la-convention-dimmersion-professionnelle/>

- Provide general assistance to other member of staff when required, for example some front of desk tasks, welcoming visitors, setting up the meeting room etc.

Person specification:

The ideal candidate will have the following attributes:

- A degree in secretariat or equivalent qualifications
- Ideally some relevant professional experience (other internships also count)
- Full proficiency in spoken and written English and French
- Can handle perfectly phone/virtual interactions
- Be a fully proactive and enthusiast organiser
- Proficiency in Microsoft Office Suite, and other organisation tools
- Works well in multi-task environment, able to prioritise, organise self and others;
- Has clear attention for detail, is analytical and enjoys good communication and customer service skills;
- Brings about a positive and pro-active office atmosphere;
- Show initiative and be flexible with regard to the tasks they are asked to complete;
- Be capable of working independently in a fast-paced small office environment;
- Willing to be part of a small, dynamic, and international team; you are a real team-player, and are willing to assist others when needed;
- Experience with a not-for-profit, European association would be an asset.
- Some working knowledge of Dutch or other EU language would be an asset (but not mandatory to the aim of this application)

We are looking for a key member of the IEEP team who:

- is dynamic, proactive and has strong organizational skills;
- is an excellent communicator
- likes to take initiatives and feels comfortable working in a small finance/admin team.

How to apply

If you believe you fit this candidate specification and you would like to apply for this post, please:

1. Fill in the application form. Follow the instructions contained within it, explaining your interest in the job and showing clearly how you meet the job and candidate requirements.
2. Send a covering email together with your completed application form to opsrecruitment@ieep.eu. Please clearly mark the title of the email: **Junior PA**.

All applications must reach us by **Sunday 28 March 2021**. The anticipated start date would be **as soon as possible**.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. If you have not had a response to your application within two-weeks of the closing date you should assume you have been unsuccessful in your application.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender,

disability, religious or similar belief, sexual orientation, age, gender reassignment or marital and civil partnership status.

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:

Rue Joseph II 36-38,
Bruxelles 1000,
Belgium
+ 32 (0)2 738 7482

UK:

25EP, 25 Eccleston Place
Belgravia SW1W 9NF
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+44 (0)204 524 9900