



**Group of the Progressive Alliance of
Socialists & Democrats
in the European Parliament**

European Parliament
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The S&D Group in the European Parliament wishes to recruit

7 POLITICAL ADVISERS

to work in our Secretariat in Brussels

Candidates should be specialised in one of the following working areas:

- European budget
- European law
- Social affairs
- Economics
- Financial services
- Constitutional issues

Completed university studies of at least three years attested by a diploma plus at least two years postgraduate professional experience are required.

The proposed post would be that of a contract agent (FG IV) - for a period of 6 months, extendable up to a maximum of 3 years.

The successful candidates will, in particular, follow Parliamentary Committee work and advise and assist our Members in their Parliamentary work.

More or less frequent travel outside Belgium is required, in particular during the plenary session in Strasbourg. The candidate must be an EU national. Fluent English and good knowledge of another of the Group's working languages (French, German or Spanish) are required whilst additional languages will be an advantage.

Deadline for application: **Thursday 3 June 2010**
Interviews: **June/July 2010 in Brussels**

**To apply please send your CV accompanied by a covering letter
(in English or French) to:**

European Parliament
S&D Group
For the attention of Ute MULLER / Head of Human Resources
Ref. Lisbon
Rue Wiertz, 60
B-1047 Brussels

JOB DESCRIPTION

The candidate appointed must carry out the following duties:

- Responsibility for the drafting of documents and the preparation of files necessary for the smooth-running of meetings of Group bodies, in particular to prepare the adoption of decisions
- Close cooperation with MEPs with political responsibility for specific meetings or issues within the Group
- Collaborating with the Head of Unit to monitor meetings of EP bodies or political group coordination bodies, including drawing up documents and preparing dossiers
- Drawing up analyses, notes and political assessments for the Head of Unit and, under his supervision, for the MEPs concerned
- Sense of initiative and capacity to adapt quickly and appropriately to changing internal and external situations and conditions
- Organisation, in coordination with the Head of Unit and the Members concerned, of meetings, seminars, conferences relating to the field of competence
- Cooperation and collaboration with the people responsible for Intranet and Internet sites, regularly providing material for publication on the Web and drafting necessary texts on subjects falling within the relevant field of competence
- Occasionally, drawing up minutes of Group meetings and translating documents and notes
- Close cooperation with the Head and the other members of the Unit in order to ensure the best possible development of the Unit including the successful completion of tasks and attainment of objectives
- Verification and exchange of administrative and political information with other members of the Unit including participation, support and follow-up of meetings, providing information relating to the particular field of expertise, general knowledge of Union policies and guidelines established by the administration of the European Parliament
- Guiding and coordinating, under the supervision of the Head of Unit, the work of assistants and secretaries working in the unit, including specific professional training needs
- Reception, training and supervision of trainees.