

The European Federation of Building and Woodworkers (EFBWW) is recruiting a Policy Officer

The successful candidate will coordinate the following areas: Posting of Workers, Social security and social protection, Internal market and Migration, as well as policy matters related to public procurement, letterbox companies and false self-employment. He/she is also expected to contribute to the broader development of the EFBWW and to participate in the laying down of policy strategies at European level.

The Policy Officer will work in a small team and is expected to take own initiatives within the framework of EFBWW policies.

Tasks

- Formulate EFBWW positions in concerned policy areas;
- Coordinate activities of the Standing Committee Building;
- Coordinate sectoral social dialogue activities in the building sector on EU level;
- Advocacy and lobbying activities towards policymakers on legislative matters, notably towards the European Commission, the European Parliament, the Council of the European Union;
- Develop and maintain expert knowledge in the specific policy area(s) and closely monitor relevant developments;
- Draw up and coordinate EU project applications;
- EU project management
- Network with EFBWW affiliates and with other European organisations;
- Provide input for EFBWW decision-making (e.g. advisory notes, draft position papers, assessments and evaluations);
- Take an active role in the further development of the EFBWW.

Skills

- Having expert analytical skills;
- Being capable of presenting, in written and oral form, the key political, economic, social and legal dimensions of a topic;
- Having good communication and networking skills; and being confident in taking the floor at public events;
- Having an excellent knowledge of the operation of EU institutions and EU legislative processes;
- Having excellent organisational and time-management skills, when working on several topics and/or projects simultaneously;
- Being capable of communicating fluently in spoken and written English, and preferably also fluently in at least one other major EU language.
- Being able to take initiatives and work independently.
- Being a team player.

Job organisation and salary expectations

The Policy Officer will be based at the EFBWW office in Brussels, will work as part of the EFBWW team under direct supervision of the EFBWW General Secretary. He/she should be prepared to work outside of normal office hours if necessary and be ready to travel at short notice.

The gross monthly salary corresponds to the position of an EFBWW Policy Officer and will depend on qualifications and experiences of the respective candidate. It is considered as a competitive salary, which includes holiday benefits, 13th months' salary and other benefits laid down in the EFBWW Employment Regulations.

Application process

Please email your application in English to gdpr@efbww.eu including a CV and a letter of motivation. Please clearly mark: "Vacancy EFBWW Policy Officer" in the subject of your email.

Deadline for Application: 5 November 2021.

The interviews are foreseen to take place in the last two weeks of November/beginning of December 2021, at the EFBWW office at rue Royale 45/1, B-1000 Brussels. The EFBWW will cover travel costs to Brussels for selected candidates. The interview, as well as the written test, will be conducted in English.

The EFBWW is an equal opportunity employer

EFBWW applies an equal opportunity policy and accepts applications without prejudice to gender, race, sexual orientation, ethnic or social origin, religion, political party affiliation, membership of a national minority, disability or age.

Proposed starting date

As soon as possible, preferably at the latest on 1st February 2022.

European Federation of Building and Woodworkers

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Tom Deleu
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