



VACANCY: Policy and Project Officer

The European Union Road Federation (ERF) is a Brussels-based international association which coordinates the views of Europe's Road infrastructure sector and acts as a platform for research and dialogue on mobility issues between stakeholders and institutional players.

We are looking for a motivated person to join our small and friendly team as Policy and Project Officer:

MAIN RESPONSIBILITIES:

- Monitor main EU transport and mobility policy dossiers (preparation of briefings, position papers, contribution to EC consultations, involvement in EU expert groups)
- Coordination of ERF working groups, programmes, and research activities (road safety, sustainability, automation)
- Internal communication and constructive collaboration with ERF members
- Relation with external stakeholders both from public and private sectors at EU and international levels
- EU project management and monitoring relevant Call for Proposals (Horizon Europe, LIFE)
- Other horizontal tasks related to communication, representation, membership development

CANDIDATE PROFILE

- Minimum of 3 years' experience
- Fluent in English (French desirable) – other language skills are a plus
- Transport and mobility professional background is preferred
- Fast learner, well organised, ability to work as part of a diverse and multicultural team
- Adaptability, high level of autonomy and capacity to work with teams, good organisational skills, flexibility.

TERMS AND CONDITIONS:

The ERF is an equal opportunities employer, committed to workplace diversity and inclusion of people from diverse backgrounds, abilities, and experiences. We strongly encourage qualified candidates from diverse backgrounds to apply!

LOCATION

Post holder will join the permanent staff team based in our Brussels office (rue Belliard 20). The office is in the European area and very easy to reach by public transport.

DURATION

Undetermined period contract to start as soon as possible.

REMUNERATION

Salary up to experience. Refund of public transport within Brussels, holidays bonus, cheques repas

WORKING HOURS

Full time position: 38 hours per week (5 days). Office presence and possibility of teleworking conditions – to be agreed. Good package of annual leave

TO APPLY

Please send your CV and covering letter sharing with us why you are interested in applying for the ERF and what are your distinctive skills for this job in EN by e-mail to info@erf.be quoting “Policy and Project Officer” in the subject line by 16th September 2022 at the latest.