

Maternity replacement - Entry level - Brussels office of Jean Lambert MEP

An opening has arisen for an Assistant (maternity cover - entry level position) in the Brussels office of Jean Lambert, Green MEP for London, starting 4th September 2017 until the end of April 2018.

Essential skills -

- Strong organisational skills
- Excellent oral and written communication skills
- A working knowledge of the Parliament, including how Committees function - (knowledge of the LIBE committee an advantage)
- Problem-solving attitude
- Genuine passion for Green politics and Jean's work in Europe
- Friendly, personable manner and a sense of diplomacy
- Good IT skills (Microsoft Office)
- Ability to learn quickly and adapt to a complex new environment.
- English native speaker equivalent
- Knowledge of French (highly desirable)

Job description –

- Following the work of the LIBE committee, particularly files related to the CEAS revision and legal migration
- Co-ordinating with external stakeholders and taking initiatives on issues related to the work of the LIBE committee
- Briefings for speeches and media appearances
- Attending meetings, reporting back for the MEP
- Tabling amendments
- General office admin as required
- Organisation of events as required

The successful candidate will support the running of Jean's Brussels office, therefore a flexible approach to work is essential. Experience of drafting briefings, Parliamentary questions and official letters, and working with Parliamentary procedures, as well as a knowledge of ongoing asylum and migration files at the EU level is highly desirable.

If you would like to apply, please do so using the application form and send your application with 'Application for the position of Brussels Assistant - maternity cover' in the subject heading to: jean.lambert@europarl.europa.eu

The deadline for applications is midnight on the 11th June CET (Central European Time) Shortlisted candidates will be contacted for an interview which will take place in Brussels on either the 27th or 28th June 2017