



DESCRIPTION OF THE POSITION (EN)

EUROPE JACQUES DELORS (BRUSSELS)

(Half-time) Secretary and Personal Assistant to the Director General

Europe Jacques Delors (AISBL) is a new Brussels-based think tank, which was created in early 2020 in addition to the Jacques Delors Institute in Paris (*1996) and the Jacques Delors Center Berlin (*2014). United by a common theme – *Penser l'Europe, Europa denken, Thinking Europe* – the three think tanks aim to contribute to the debate on the European integration in line with Jacques Delors' vision and legacy.

Europe Jacques Delors pursues two missions

- Provide expertise on the theme of sustainable development and in particular on the combat of climate change through research, publications and events, thereby actively participating in the debate on the European Green Deal. This subject area reflects the experiences accumulated by Geneviève Pons, Director General, over the course of her career in the European institutions and as the Director of WWF Brussels.
- Represent the activities of the Jacques Delors Institute in Paris and the Jacques Delors Center in Berlin vis-à-vis the European institutions.

TASKS

EJD looks for a permanent half-time personal assistant to its Director General, Geneviève Pons

1 year contract

His or her missions will be to:

- Manage Geneviève Pons' agenda
- Assist the team in daily administrative and organizational tasks
- Reply to mail
- Organize and file EJD's accounting documents

REQUIRED PROFILE

- A degree in business administration, management, accounting or any relevant qualification ;
- 1 year of previous professional experience in the field ;
- A good knowledge of EU institutions and policies;
- Fluent in French and in English
- Good writing skills;
- A strong spirit of initiative and an ability to work autonomously and in a team environment.

Salary to be discussed – commensurate with level of experience. Interested candidates should send their application (CV + cover letter) to Pierre Leturcq : leturcq@delorsinstitute.eu (object: Application – Secretary Europe Jacques Delors) **before 13 March 2020**.