



European Transport Safety Council



Project Officer

**European Transport Safety Council
Brussels, Belgium**

About ETSC

ETSC is an independent NGO dedicated to reducing the number of deaths and injuries in transport in Europe.

Founded in 1993, we provide an impartial source of expert advice on transport safety matters to the European Commission, the European Parliament, and Member States. We maintain our independence through funding from a variety of sources including membership subscriptions, the European Commission, and public and private sector support.

About the role

We are looking for a dynamic, organised and self-starting Project Officer to help us deliver events, policy reports, communications tools and expert groups related to subject areas that could include drink and drug driving, post-collision response, the road safety of young people, work-related road safety and other priority topics.

You will be working closely with experts in their field, policymakers, sponsors and external suppliers to deliver work to the high standard expected by one of the most respected voices in transport safety in Europe.

Responsibilities

Reporting to ETSC's Executive Director, the Project Officer will carry out the following principal duties:

- Manage one of ETSC's project in the field of road safety, and contribute to other projects and advocacy campaigns as needed;
- Drafting reports;
- Organising events and working meetings;
- Liaising with national experts;
- Assisting with communications activity, including social media as and when needed.

- Assisting with administrative aspects of the organisation as and when needed.

Profile

Candidates should be able to demonstrate the following:

- Proven experience in transport, health or a related policy area;
- A university degree in a discipline related to ETSC's work;
- Ability to communicate fluently, orally and in writing, in English; other European languages would also be beneficial;
- Effective information gathering skills, good organisational skills, a flexible approach and the ability to plan and prioritise tasks;
- Good knowledge of Microsoft Office;
- Self-motivated and able to work independently, collaboratively and with minimum supervision;
- A proven personal interest in road safety or similar area of public policy promoting the public interest;
- Willingness to travel for work several times a year.

Contract

- A one-year contract with possible renewal;
- Brussels-based, 37.5 hours per week;
- A competitive salary for the NGO sector in Brussels;
- Employee benefits package.

How to apply

Send a CV and a letter of motivation explaining how your skills and experience meet the job description above and why you would like to work for ETSC.

Send your application no later than 9 September 2018 to: recruitment@etsc.eu
Please include "Project Officer 2018 + YOUR NAME" in the subject line of the email.

Documents should be sent in pdf format.

Please note that only shortlisted applicants will be contacted.

ETSC and data protection

Your CV, and letter of motivation, contain, by their nature, personal information. These documents will be stored on our server, and within our email system (Google G Suite) for a reasonable period of time in order for us to process your application. We will not share your personal information with other organisations now or in the future. By sending us your application you are consenting to these terms.

For more information about ETSC and your personal data, see:

<https://etsc.eu/etsc-and-your-personal-data/>