



Vacancy: PES Women Policy and Campaigns Assistant

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events. Our office is based in Brussels.

PES Women is a standing committee of the PES and brings together progressive feminist women and allies from PES member parties to discuss and promote gender equality inside and outside the PES on a regular basis. Moreover, PES Women acts as a guardian for gender mainstreaming PES policies and programmes, ensuring that a feminist perspective is always present in the party's work.

Your tasks:

- Support the work of PES Women on gender equality and women's rights. Under the supervision of the PES Women Coordinator, contribute to the following:
 - EU Policy: in the field of gender equality
 - Provide research and briefings and develop policy proposals
 - Draft political documents: political declarations, resolutions, letters, speaking notes and background material for the leadership, in-depth policy analysis, etc.
 - Monitor policy developments and contribute to the implementation of the PES Women working programme
 - Follow congresses, conferences, meetings, seminars and preparing reports
 - Political Communication, in cooperation for the PES Communications unit:
 - Draft press releases, statements, and social media copies
 - Monitor International, EU and national media, draft PES Women newsletter and members briefings
 - Contribute with material for social media and social media management
 - Help implementing PES Women yearly communication campaigns
 - High-level event organisation:
 - Supporting the planning and organization of PES Women members meetings, ministerial meetings, networks and expert meetings with representatives of PES party members, MEPs, trade union and civil society representatives
 - Supporting the planning and organisation of debates and conferences off- and online
 - Accompany and support PES Women leadership on travel missions
- Contribute to other duties as assigned.



www.pes.eu



facebook.com/PES.PSE



twitter.com/PES_PSE



Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

Your profile:

- A high degree of political awareness and commitment to the core values of the PES with affinity to progressive feminism and interest in fighting for women's rights.
- A good understanding of European decision-making, EU institutions and European politics.
- Excellent research and writing skills.
- Excellent English and at least 1 other EU language.
- A flexible team-player with a high degree of motivation and pro-activeness.
- A good command of social media skills.

Practical information:

- Location : PES Headquarters, 10-12 Rue Guimard, Brussels
- Open-ended contract starting in February 2023.

Please send your application letter, accompanied by a detailed CV, to Achim Post, PES Secretary General **by 08/01/2023**. Applications should be sent by e-mail to careers.PESWomen@pes.eu with the subject: **PES Women Assistant**.



Vacancy: Statutory Unit Internship

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events. Our office is based in Brussels.

Job Description:

Performs administrative and office support activities for the PES Statutory Unit.

The Statutory Unit prepares PES meetings such as the Congress, Council, Leaders, Presidency and Coordination team meetings and works closely with the PS President, PES Secretary General and Deputies team.

Duties may include fielding telephone calls, screening and answering correspondence, drafting, and sending invitations. Extensive knowledge of office IT skills are required, as well as research abilities and strong communication skills. A proficient knowledge of English (written and oral) is a requirement. Any additional European languages are an asset.

- Providing administrative and office support to the Statutory Unit.
- Coordinating and preparing travel arrangements and accommodation upon request.
- Organising and maintaining an accurate and efficient filing system.
- Drafting speaking points, providing political briefings, country and party briefings, national polls and general monitoring of political developments.
- Support for the campaign team in view of the EU elections.

Your Profile:

- A high degree of political awareness, knowledge of the functioning of the European Union and commitment to the core value of PES.
- Education in a field relevant to the position.
- A high level of organisational and time management skills



www.pes.eu



facebook.com/PES.PSE



twitter.com/PES_PSE



Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

- Excellent command of English which will be the principle working language. A good level of another official EU working language is highly desirable.
- Positive can-do and flexible attitude in an international team environment, integrity and discretion.
- A good command of office IT skills

Offer:

- The opportunity to work and gain experience in the context of the European Union in Brussels, in a multicultural and multilingual environment.
- A six-months contract starting in January 2023.
- Offices located in the heart of the European neighborhood, very accessible by public transport (Brussels Central Station, Metro Arts-Loi).

How to apply:

Please send your application letter, accompanied by a detailed CV to Achim Post, PES Secretary General, before 23/12/2022. Applications should be sent by e-mail to careers.statutoryunit@pes.eu with the subject: INTERN SATUTORY UNIT.

The PES promotes diversity & equal opportunities for women and men.



Party of European Socialists (PES)

Economic & Financial Policy (fulltime)

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance, and organization of EU-related events. Our office is based in Brussels.

Job description:

- Support the work of the PES EU Policy Unit on economic, financial and industrial policy. Under the supervision of the PES policy adviser in charge, contribute to the following:
 - EU Policy: in the field of Economic, Financial and Industrial Policy
 - Provide research and briefings on EU economic and financial policy issues
 - Developing policy proposal
 - Drafting political documents: political declarations, resolutions, speaking notes and background material for the leadership, in-depth policy publications, etc
 - Monitoring policy developments and advising on possible PES actions
 - Follow congresses, conferences, meetings, seminars and preparing reports for the PES.
 - Political Communication, in cooperation for the Communications unit:
 - Drafting press releases,
 - Monitoring EU and national media,
 - Contributing with material for social media
 - High-level event organisation:
 - Helping in planning and executing ministerial meetings
 - Helping in planning and executing expert meetings with representatives of all PES party members, MEPs, and trade union and civil society representatives
- Contribute to other duties as assigned.





Your profile:

- A high degree of political awareness and commitment to the core values of the PES
- Very good understanding of European decision-making, EU institutions and European politics
- University degree or relevant experience in field of Economic and Financial Policy
- Excellent research and writing skills
- Experience in organizing meetings and events would be an asset
- Excellent English and at least 1 other EU language
- A flexible team-player with a high degree of motivation and pro-activeness
- A good command of office IT skills.

Practical information:

- Location : PES Headquarters, 10-12 Rue Guimard, Brussels
- Duration: starting preferably beginning February 2023 for 6 months
- This is a paid internship

Please send your application letter, accompanied by a detailed CV, to Achim Post, PES Secretary General, by 31/12/2022. Applications should be sent by e-mail to recruitment_ecofin@pes.eu with the subject: INTERN ECONOMIC POLICY.

The PES promotes equal opportunities for women and men.





Party of European Socialists (PES)

Internship - Employment and Social Affairs (fulltime)

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance, and organization of EU-related events. Our office is based in Brussels.

Job description:

- Support the work of the PES EU Policy Unit on employment and social affairs. Under the supervision of the PES policy adviser in charge, contribute to the following:
 - EU Policy: in the field of Employment and Social Affairs
 - Provide research and briefings on EU employment and social affairs issues.
 - Developing policy proposal
 - Drafting political documents: political declarations, resolutions, speaking notes and background material for the leadership, in-depth policy analysis, etc
 - Monitoring policy developments and advising on possible PES actions
 - Follow congresses, conferences, meetings, seminars and preparing reports for the PES.
 - Political Communication, in cooperation for the Communications unit:
 - Drafting press releases,
 - Monitoring EU and national media,
 - Contributing with material for social media
 - High-level event organisation:
 - Helping with the planning and organization of ministerial meetings
 - Helping with the planning and organization of expert meetings with representatives of PES party members, MEPs, trade union and civil society representatives
- Contribute to other duties as assigned.





Your profile:

- A high degree of political awareness and commitment to the core values of the PES.
- A good understanding of European decision-making, EU institutions and European politics.
- University degree or relevant experience in the field of employment and social affairs.
- Excellent research and writing skills.
- Excellent English and at least 1 other EU language.
- A flexible team-player with a high degree of motivation and pro-activeness.
- A good command of office IT skills.

Practical information:

- Location : PES Headquarters, 10-12 Rue Guimard, Brussels
- Duration: starting preferably beginning of February 2023 for 6 months
- This is a paid internship

Please send your application letter, accompanied by a detailed CV, to Achim Post, PES Secretary General, **by 18/12/2022**. Applications should be sent by e-mail to recruitment_epsco@pes.eu with the subject: **Trainee EPSCO**.

The PES promotes equal opportunities for women and men.





Party of European Socialists (PES) Internship – EU horizontal policy and event coordination (fulltime)

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance, and organization of EU-related events. Our office is based in Brussels.

As we approach the campaign for the next European elections, the PES wants to strengthen the team with one additional trainee to provide support for horizontal policy matters and coordination, as well as the organisation of a series of conferences and meetings that will take place over the course of the next weeks and months.

Job description:

- Support the work of the PES EU Policy Unit, under the supervision of the head of unit and/or designated policy advisers :
 - On issues of horizontal policy coordination. For example:
 - Provide research and briefings policy and political issues
 - Drafting political documents: political declarations, speaking notes and background material for the leadership, etc
 - Monitoring policy developments and advising on possible PES actions
 - Follow congresses, conferences, meetings, seminars and preparing reports for the PES.
 - Provide material to the communication unit of the PES
 - Depending on the needs the trainee can be asked to follow more in-depth specific policy areas and work closely with the advisers in charge.
 - for the organization of a series of policy-specific conferences and events, foreseen to take place in the runup to the European elections:
 - Helping in planning and executing meetings
 - Supporting the advisers in charge of the specific thematic issues with the compilation of lists, contact with potential speakers and guests, preparation of background material
 - Support with the logistical organisation of the event.
- Contribute to other duties as assigned.

 www.pes.eu

 www.facebook.com/PES.PSE

 www.twitter.com/PES_PSE



Party of European Socialists
10-12 Rue Guimard
B-1040 Brussels
Belgium



Your profile:

- A high degree of political awareness and commitment to the core values of the PES
- Very good understanding of European decision-making, EU institutions and European politics
- Excellent organizational skills
- University degree or relevant experience
- Excellent research and writing skills
- Experience in organizing meetings and events
- Excellent English and at least 1 other EU language
- A flexible team-player with a high degree of motivation and pro-activeness
- A good command of office IT skills.

Practical information:

- Location : PES Headquarters, 10-12 Rue Guimard, Brussels
- Duration: starting preferably beginning February 2023 for 6 months
- This is a paid internship

Please send your application letter, accompanied by a detailed CV, to Achim Post, PES Secretary General, by 08/01/2023. Applications should be sent by e-mail to recruitment.eu.policy@pes.eu with the subject: "Intern – horizontal policy coordination & events".

The PES promotes equal opportunities for women and men, and non-discrimination between candidates on any basis.







Vacancy: International Unit Internship

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 27 EU member states plus the UK and Norway. In addition, there are 14 associate and 14 observer parties.

The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events. Our office is based in Brussels.

Job description:

- Supporting the work of the International Unit
- Drafting speaking points, providing political briefings, country and party briefings and general monitoring of political developments
- Assisting in the organization of Ministerial meetings, delegations and events
- Having contacts with member parties
- Preparing general correspondence, agenda, meeting materials and note taking
- Contributing to other duties as assigned

Your Profile:

- A high degree of political awareness, knowledge of the functioning of the European Union and commitment to the core value of PES;
- Education in a field relevant to the position;
- A high level of organisational and time management skills
- Excellent command of English which will be the principle working language. A good level of another official EU working language is highly desirable.
- Positive can-do and flexible attitude in an international team environment, integrity and discretion.
- A good command of office IT skills



www.pes.eu



facebook.com/PES.PSE



twitter.com/PES_PSE



Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

Offer:

- The opportunity to work and gain experience in the context of the European Union in Brussels, in a multicultural and multilingual environment.
- A six-months contract starting in February 2023.
- Offices located in the heart of the European neighborhood, very accessible by public transport (Brussels Central Station, Metro Arts-Loi).

How to apply:

Please send your application letter, accompanied by a detailed CV to Achim Post, PES Secretary General before 08/01/2023.

Applications should be sent by e-mail to Careers.international.unit@pes.eu with the subject: INTERN INTERNATIONAL UNIT.

The PES promotes diversity & equal opportunities for women and men.