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EUROPEAN REGION- ETUCE

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ETUCE

European Trade Union Committee for Education EI European Region

Internships at European Trade Union Committee for Education (ETUCE), Brussels

ETUCE is looking for two interns for its Secretariat in Brussels starting from 1 February 2014 for a 10-month period. (A 5-month period until 30 June 2014 is also possible).

About ETUCE

As the European Regional Office of Education International, which is a worldwide federation for teacher organisations, **ETUCE** represents 110 teacher organisations in the EU and EFTA countries as well as 25 teacher organisations in the rest of Europe. ETUCE acts as an agent for the interests of the Member Organisations towards the EU institutions in Brussels, and further seeks to promote and coordinate international cooperation among its Member Organisations. The fields of work for the secretariat thus mainly concern education and labour market policies in all areas of the educational sector within the EU. ETUCE is also a European Trade Union Federation of the European Trade Union Confederation (ETUC).

The positions

One intern will work with the Coordinator for Internal Policy Coordination, Occupational Health & Safety, while the other will work with the Coordinator for Education and Training issues, though a part of the work will also take place in cooperation with the other coordinators. Furthermore, as is common for all ETUCE employees, help with other practical tasks in the office is expected.

Work assignments – Internal Policy Coordination, Occupational Health & Safety:

- Support the monitoring the development of the EU education policy, the health and safety policy and the policy on employment, social affairs and inclusion within the EU.
- Assist in the preparation of project applications for EU financing of ETUCE projects on health, safety, and equality in the workplace.
- Assist in the implementation of ETUCE projects on health, safety, and equality in the workplace
- Support editing different websites, among them the ETUCE Health and Safety website, the ETUCE e-learning website, and preparing newsletter articles and other information tasks.
- Accomplish varying office tasks.

Work assignments – Education and Training issues:

- Assist in the preparation of circular - and newsletter articles and in the preparation of internal notes on the EU education policy as well as on the educational part of the Europe 2020 Strategy
- Support the daily news monitoring of the development of the EU education policy including aspects on equality, lifelong learning, anti-discrimination and information and communications technology in the educational sector.
- Assist in the preparation of, and follow-up of conferences, seminars and other meetings including drawing-up of reports and working programmes.
- Accomplish varying office tasks

The ETUCE secretariat in Brussels is a relatively small French and English speaking secretariat, which values an informal tone, a close collegial spirit, as well as a high level of quality in its work. ETUCE organises a part of its conferences and meetings in countries across the EU, therefore travelling can be expected as part of the assignment. Three interns in all are working at the office. The third position is not posted, since it is filled for the coming year.

Qualifications

As an intern at ETUCE it is required that you:

- be in education and have a bachelor/undergraduate degree from a university or be well underway with your university studies
- possess high level English skills, both orally and in writing, while knowledge of French is very welcome
- have an interest in education and labour market policy, union policy and EU policy
- be thoroughly versed in EU institutions and work processes.
- have good information and communication skills.

Employment

The intern position is paid. It includes health insurance as well as a paid outbound and return journey.

Deadline for application

The application must be in English and is to be sent to Louise.Hoj.Larsen@csee-etuce.org before 20 November 2013.

For further information about the positions, please contact Louise Hoj Larsen at the email address above or at this number +32 2 224 06 73.