



The European Platform for Rehabilitation (EPR) is looking for a full-time **Policy and Project Assistant** to join the secretariat in March 1st.

Deadline for applications: 23.00 CET 29th January

We invite you to visit our website - www.epr.eu to find out more about EPR's aims, activities and structure.

Expected profile

- University degree in Political Science, International Relations, European Studies, Project Management or other relevant discipline, or equivalent work experience
- Excellent organisational skills, with ability to work on a variety of tasks simultaneously to a high standard; prioritising and meeting deadlines in an independent manner
- Fluent spoken and written English
- Fully computer-literate with advanced knowledge of MS Office
- Proactive, efficient and motivated, flexible, team-player
- Interest in social and disability-related policies, social services
- Committed to non-discrimination and equal opportunities for people with disabilities

Desirable

- Experience in event organisation
- Knowledge/experience in the social sector/rehabilitation services
- Understanding of EU social and disability-related issues
- Working knowledge of other European languages, particularly French
- Understanding of EU project processes, development and administration

Role & responsibilities (under supervision of Senior Public Affairs and Community Officer)

- Monitor and report on EU policy developments writing through news articles
- Research for and support policy analysis and drafting of briefings
- Support the organisation of and reporting from online, hybrid and in-person events
- Support project administration and resource gathering
- Contribute to drafting of project applications
- Attend external events and report back
- Support the gathering and writing up of good practices from the network

The internship will be in the framework of a Convention d'Immersion Professionnelle. The candidate must not have been employed in Belgium before or had a CIP contract before, and must have the right to work in Belgium. The internship will be for an initial period of 6 months with the possibility of extension to 12 months with mutual agreement. The internship could start with remote working outside of Belgium for a few weeks to facilitate the move, but it is based in Brussels, and cannot be carried out remotely.

How to apply

Interested persons should apply **by 23.00 CET 29th January** by sending a completed Application form **available [here](#)** (replaces the cover letter) and a CV **to epr@epr.eu**.

Only short-listed candidates will be contacted, for an online interview.

EPR is an equal opportunities employer. Candidates with a disability are encouraged to apply and all relevant reasonable accommodations and workplace adjustments will be made