

The European Trade Union Institute (ETUI) is seeking to recruit a full time:

Head of Unit of its Communication/Publication joint service

Location: Brussels

The ETUI was founded to conduct research, as well as to provide scientific, educational and technical support, for the European Trade Union Confederation (ETUC) and its affiliates. Its overall task, in other words, is to contribute to the development of Social Europe and the Social Dialogue.

Mission

To promote and develop the ETUI's image. To this end:

- Contribute to the definition of a communications strategy
- Translate this strategy into operational directives
- Coordinate activities of the ComPub joint service
- Identify opportunities for development.

Responsibilities

The post holder will report directly to the General Director and should:

- Ensure implementation of the Institute's communications strategy
- Organise the work to be carried out by the ComPub service
- Strengthen the Institute's external visibility
- Manage the ComPub staff.

Skills required

- Ability to communicate
- Ability to define priorities and satisfy requests subject to tight and interdependent deadlines
- Ability to identify media in accordance with aims pursued and to adapt communication in line with different target audiences
- Ability to ensure that the communications policy forms a coherent whole
- Ability to work autonomously.

Knowledge and experience

- Masters qualification or equivalent experience (cf. below)
- At least seven years' practical experience in communications (journalism, public relations, corporate in-house communications systems, etc.)
- In-depth knowledge of the world of media at national and European level, and of new information and communications technologies
- Experience of management and teamworking
- General knowledge of the political, economic and social features and significance of the European Union
- Familiarity with general and specific office software tools
- Perfect knowledge of English (ideally mother tongue).

The logo for the European Trade Union Institute (ETUI) consists of the lowercase letters 'etui.' in a bold, black, sans-serif font. The letters are closely spaced, and the period at the end is a standard size. The logo is positioned in the bottom right corner of the document.

Knowledge/experience in the following areas would also be an advantage:

- Familiarity with the research community, research networks and academia
- Experience in the field of knowledge dissemination
- Knowledge of the world of publishing
- Experience in the area of internet production.

The ETUI offers a challenging and dynamic multicultural working environment, combining excellent academic standards with close contacts to European policymakers. For further information visit: <http://www.etui.org>. The ETUI offers good working conditions with a competitive salary and an attractive package of fringe benefits in line with qualifications and experience.

Applications and supporting documents (CV, evidence of qualifications, etc.) should be sent before August 23, 2019 by email to skasiers@etui.org:

Short-listed candidates will be invited to interviews which will take place during the afternoon of **10 September 2019**.

Contact Sophie Kasiers Tel.: +32-2-224 05 05 - Fax: +32-2-224 05 03
skasiers@etui.org

Philippe Pochet
General Director
ETUI
Boulevard du Roi Albert II, 5
1210 Brussels
Belgium
www.etui.org