

WE'RE HIRING!

**EU AFFAIRS ASSISTANT
STARTING SEPTEMBER 2023**



DEADLINE FOR APPLICATION: 23 JULY 2023

ABOUT UIPI

UIPI is a leading representative body for homeowners and private landlords in Europe. With 31 member organisations, UIPI represents more than 5 million property owners across Europe. Based in Brussels, the UIPI's main task is to ensure that private property owners' interests are represented and defended vis-à-vis European institutions and in the EU-funded projects in which it participates.

PROFILE

- Motivated to work in EU Affairs with high interest in policy analysis, drafting and monitoring;
- Eager to play an active role in EU-funded projects;
- Keen on executing communication type of activities and assisting in organising policy events;
- Interest in representing the voice of private property owners;
- Master degree related to one of the following fields of expertise: European and/or public policy, real estate, engineering, architecture, urbanism;
- Proficient in written and spoken English. Additional EU languages is an asset;
- Prior professional experience is an added value;
- Strong research and organisational skills;
- Experience with communication and dissemination activities;
- Pro-active, can work under pressure to meet deadlines, fast learner and eager to learn about the functioning of an EU umbrella association and EU-funded projects;
- EU national or have a valid Belgian work permit.

WE OFFER

A fixed term duration contract of at least 6 months (potentially renewable) under *Convention d'immersion professionnelle* - CIP contract;

A stimulating work experience within an EU umbrella association and multicultural environment.

RESPONSIBILITIES

- Prepare briefings and reports by conducting research, analysing and summarising relevant information;
- Provide support in policy analysis and monitoring of UIPI relevant topics;
- Contribute to UIPI's activities in EU-funded projects (Horizon2020, LIFE, Horizon Europe) related to sustainability in the building sector;
- Conduct communication and dissemination activities, including the production of articles, newsletters and other online digital contents;
- Support events and workshops organisation;
- Provide advice and support for other UIPI activities according to field of expertise.

To apply, **please send by 23 July 2023 your CV (max. 2 pages) and a motivation letter explaining why you would like to work for us (max.1 page)** to Ms Nataša Vistrička, Policy Director, at vistricka@uipi.com, reference: **"Application – EU Affairs Assistant"**

Any incomplete application will be disregarded and only shortlisted candidates will be contacted. We review applications on a rolling-basis. We encourage you to apply as early as possible.