



## European Policy Centre : Current Vacancies

The European Policy Centre (EPC) is a leading independent European think tank with expertise in a broad range of policy issues. EPC analysts manage projects, provide analysis, and contribute to the EPC's thought leadership on the programme topics. Due to internal progression, expansion, and saying farewell to a colleague, we have a number of vacancies open to people passionate about EU integration and international politics.

EPC Policy Analysts are hired on a **consultancy basis**, with fees offered at local market rates. Policy Analysts have, on average, three years of working experience in research/analytical work. For both Policy Analyst positions, Senior Analysts with at least four years of research, analysts, and thought leadership are also welcome to apply.

Programme Assistant posts are **6-month internships**. All EPC programme assistants are offered a CIP contract ("convention d'immersion professionnelle") and are expected to be based in Brussels or a location with easy access to Brussels. Contracts are renewable only once, and progression within the EPC is rare. It is also possible to be a Programme Assistant as a registered independent consultant, but not advisable unless you are already registered. These entry-level positions are targeted at recent graduates and graduates who have acquired initial work experience through internships.

The posts will remain open until Wednesday 30 August, with a first analysis of applications on Wednesday 16 August. Interviews and recruitment will take place on a rolling basis. For more details about how to apply, see below.

- **(Senior) Policy Analyst for the European Politics and Institutions Programme**
- **(Senior) Policy Analyst – Transnationalisation & Strategic Analysis**
- **Project Manager, Connecting Europe**
- **Communications Digital and Social Media Assistant**
- **Programme Assistant – Social Europe and Well-being Programme**

### How to Apply

Candidates who meet the requirements should send by e-mail a **one-page motivation letter addressed to Emma Woodford, EPC Chief Operating Officer, together with a CV, each in PDF format**, to [cv@epc.eu](mailto:cv@epc.eu)

The email should include the **name of the position, the programme, and your name and surname in the subject line**, for example, Project Manager Connecting Europe Name Surname.

**All applicants are warmly invited to include writing samples. Applicants to the communications position, please include your attachments together with CV and motivation letter.**

*The EPC is an equal opportunities employer. We value diversity and particularly encourage applicants from groups of society that are not well represented in Brussels think tanks, Brussels-based civil society or European policy making.*

*All applicants will be sent a diversity survey upon receipt of your application. The data will be confidential and only used for our internal monitoring purposes. **Please do not include a photograph in your application.***

***In view of the expected high number of applications, please note that we will only be able to contact shortlisted candidates.***



### **(Senior) Policy Analyst for the European Politics and Institutions Programme**

Due to an internal progression, the [European Politics and Institutions \(EPI\) Programme](#) is seeking a **(Senior) Policy Analyst** to work on topics related to EU institutions, governance, rule of law and democracy.

*(re-advertisement, previous applicants need not apply)*

#### **Profile**

- University degree in political and social sciences, international affairs, law, economics, or history;
- At least three years of proven expertise on EU institutional and governance issues, rule of law and democracy, and good knowledge of national politics in some member state(s);
- Demonstrated ability to research, write and present high-quality policy analysis;
- Experience in fundraising and managing complex projects to successful delivery;
- Strong interest in European affairs and commitment to European integration;
- A thorough understanding of EU institutions and a good understanding of past and current developments in relevant EU policy areas;
- Excellent analytical, writing and communication skills are a must;
- Knowledge of research and statistical methods is a plus;
- Ability to engage and network with experts and interested stakeholders;
- Ability to work independently as well as in a multi-disciplinary team;
- Dynamic, flexible, reliable and attentive to detail;
- Fluent in English, fluency in at least one other major European language is desirable.

#### **Main duties**

- Development and implementation of the EPC's activities on EU institutional and governance issues, the rule of law and democracy, and national politics in some member state(s);
- Research and writing policy analyses;
- Managing ongoing projects or developing future ones, including producing new ideas and taking the initiative on projects and activities, as well as contributing to the organisation of the European Politics and Institutions Programme;
- Overseeing/organising and moderating events (drafting event proposals, invitations and programmes, identifying and contacting speakers);
- Liaising with external experts and interested stakeholders, as well as building and maintaining a network;
- Supporting/leading fundraising activities for the Programme in the relevant policy areas.



### **(Senior) Policy Analyst – Transnationalisation & Strategic Analysis**

Transnationalisation is the newest programme in the EPC and is dedicated to connecting think tanks and civil society across Europe with decision-makers and stakeholders in Brussels. We are seeking a **(Senior) Policy Analyst** who would report to the Head of Programme, Johannes Greubel, and work closely with Fabian Zuleeg, the EPC Chief Executive, and Janis Emmanouilidis, the EPC Director of Studies, on strategic big picture analysis, including the consequences of the watershed moment of Russia's invasion for the future of Europe.

#### **Profile**

- Strong interest in European affairs and commitment to European integration;
- University degree in political and social sciences, international affairs, law, economics, or history
- At least three years of proven expertise on EU institutional and governance issues, European geopolitics and/or political sciences;
- Demonstrated ability to research, write and present high-quality policy analysis;
- Experience in fundraising and managing complex projects to successful delivery;
- Excellent analytical, writing and communication skills are a must;
- Ability to engage, convene and network with people from different disciplines, cultures, and backgrounds;
- Proven experience working with senior managers and high-level decision-makers;
- Ability to work independently as well as in a multi-disciplinary team;
- Dynamic, flexible, reliable and attentive to detail;
- Fluent in English, fluency in at least one other major European language is desirable;
- Knowledge of research and statistical methods is a plus.

#### **Main duties**

- Development and implementation of the EPC's transnationalisation activities;
- Developing big picture projects, research and writing strategic policy analyses, together with Fabian Zuleeg and Janis Emmanouilidis, aimed at addressing the fundamental strategic questions for Europe;
- Managing ongoing projects or developing future ones, including producing new ideas and taking the initiative on projects and activities, as well as contributing to the organisation of the Transnationalisation Programme;
- Overseeing/organising and moderating events (drafting event proposals, invitations and programmes, identifying and contacting speakers);
- Liaising with national think tanks and interested stakeholders, building EPC's network of think tanks across Europe;
- Supporting/leading fundraising activities for the Programme in the relevant policy areas.



## **Project Manager, Connecting Europe**

Connecting Europe is a project at the European Policy Centre funded by Stiftung Mercator. Its objective is twofold: To connect civil society organisations with EU decision-makers and to transnationalise EU policy debates. Established in 2017, Connecting Europe has grown into a network of 45+ organisations, which includes a broad range of research institutes, NGOs, think tanks, network projects and fellowship programmes working across Europe. The project covers topics relevant to the EU policy community as well as to the partner organisations: rule of law and democracy, climate change, the digital transformation, as well as the future of EU foreign policy.

By conducting those activities, Connecting Europe fosters an open, constructive dialogue between member states and decision-makers in Brussels. It promotes sustainable exchanges between civil society initiatives on the ground and the policy community in Brussels. The project aims to enhance mutual understanding between EU countries and to positively contribute to the cohesion of the European project.

### **Profile**

- Strong interest in European affairs and commitment to European integration
- University degree in political and social sciences, international affairs, law, economics, or history
- Proven expertise in EU affairs, including e.g. EU democracy and governance issues, EU geopolitics and/or the environment.
- At least 3 years of experience in project management and inclusive network facilitation skills
- Ability to engage, convene and network with people from different disciplines, cultures, and backgrounds
- Demonstrated ability to research, write and present high-quality policy analysis
- Proven experience of working with senior managers
- Ability to work independently as well as in a multi-disciplinary team
- Dynamic, flexible, reliable and attentive to detail
- Fluent in English and competent in German, fluency in at least one other major European language is a plus.

### **Main Duties**

- Responsible for the operative planning and implementation of projects within Connecting Europe Project,
- Support the Project Lead in the consolidation and growth of the Connecting Europe network, as well as the relations to Stiftung Mercator and with the EPC colleagues;
- Support the Project Lead in the supervision of project assistants and interns;
- Coordinate event processes from beginning to end, such as drafting invitations and debriefs, liaising with the events team and the project partners;
- Responsible for CE newsletter and social media accounts;
- Research and analysis tasks, including drafting comments and talking points;
- Writing activity reports and annual project reports.



## Programme Assistant Positions

### Communications Digital and Social Media Assistant

*(re-advertisement, previous applicants need not apply)*

The EPC is looking for a Digital and Social Media Assistant (equivalent to a paid internship) to join its communications team for six months, starting **in September 2023**. The successful candidate should have a demonstrated knowledge of social media promotion and digital communications tools, a good understanding of EU institutions, and an interest in using technology to tell a think tank's story.

#### Profile

- An undergraduate or higher University degree;
- Strong interest in European affairs and commitment to European integration;
- Fluent in English, fluency in at least one other major European language is desirable;
- Creative, innovative, reliable and responsive;
- Comfortable using content-management systems, social media posting, monitoring and automating tools;
- Experience with graphic design tools (e.g. Canva or Illustrator) and knowledge of web technologies an advantage;
- Ability to work independently and collaboratively in a multicultural and multidisciplinary team;
- Be based in or be willing to travel frequently to Brussels.

#### Main duties

- Managing the EPC's digital presence across social media platforms;
- Keeping the website updated through the content management system;
- Liaising with the Events team to promote and live posting of events on Twitter and other platforms;
- Organise the collection of data for analytics;
- Support the communications team in other tasks;
- Play an active role in the EPC Operations team.

**Candidates should also do the following social media promotion exercise.**

The link below takes you to an EPC publication.

<https://www.epc.eu/en/publications/How-the-EU-and-the-US-should-overcome-their-trade-and-supply-chain-dis~4cfcfc>.

How would you promote this on social media? In particular, write (a) some tweets and (b) some content for LinkedIn. Explain the reasons for the choices you have made.



### **Programme Assistant – Social Europe and Wellbeing Programme**

The EPC is looking for a Programme Assistant (equivalent to a paid internship) to join its **Social Europe and Well-being Programme** for a period of six months in September/October 2023.

This is an entry-level position targeted at recent graduates as well as graduates having acquired initial work experience through internships.

The successful candidate should have a demonstrated knowledge of and interest in **the social challenges the European Union is facing today** through prior internships, work or course choices, a solid academic background, a good understanding of EU institutions and decision-making processes, and an interest in organising events and carrying out desk research on various topics related to EU policies.

Knowledge of one of the following policy areas is an asset; strong and resilient healthcare systems; modern and inclusive labour markets; eradicating inequalities; investing in the health and well-being of people, and making European welfare states and social protection systems fit for the future.

#### **Profile**

- Undergraduate or graduate degree in social sciences, public health or political science;
- Excellent analytical and writing skills;
- Strong interest in European affairs;
- Good organisational and time management skills;
- Self-disciplined, able to work both independently and in a multinational team;
- Dynamic, flexible, reliable, and attentive to details;
- Good presentation skills;
- Excellent English language skills (oral and written), additional languages are a plus;
- Previous relevant work experience in policy analysis, organising events, and research assistance (internship would suffice) would be a plus.

#### **Main duties**

- Supporting EPC analysts in organising events (including drafting event proposals, invitations and programmes, contacting speakers, and assisting during the events);
- Background research, analysis of data, and support in writing publications;
- Contributing to policy monitoring with an eye to developing a strong understanding of EU policymaking processes;
- Support in writing project and funding proposals, as needed.