



Young European Socialists

Brussels, 25<sup>th</sup> January 2006

**ECOSY – Young European Socialist is herewith opening a call for a Political Officer.**

### **Short on ECOSY**

ECOSY – Young European Socialists is a non-profit organization of an international character. ECOSY was established in 1992 in Hague, the Netherlands, parallel to the establishment of the PES – Party of European Socialists, of which ECOSY is its youth organization. The ECOSY office is located in Brussels, Belgium. Statutorily seen ECOSY aims have been foreseen as follows: to promote and realise the ideas of democratic socialism, to contribute towards the construction of a democratic European state, to defend interests of the youth in the EU and to progressively integrate the member organizations on the European level. ECOSY fulfils its statutory goals by developing policy in field of focus (via resolutions, declarations and actions), launching debates (during the activities, within the Networks, but also via Internet and E-Newsletter), developing working relations with partner organizations (alike in framework of the Global Progressive Youth Forum and throughout active participation in the European Youth Forum), organizing activities (like i.e. Summer Camp, Seminars, and Conferences), lobbying (especially within the PES and PES Group, but also European Commission) and campaigning for the agreed goals (the current campaign's focus is "Social Europe for Everyone"). The main bodies of ECOSY are the Congress, the Presidium, the Bureau and Control Commission, which meet respectively as adopted in the two years Activity Plan. Currently ECOSY unites more than 50 European socialist, social democratic and labour youth organizations.

### **Job description**

ECOSY political officer is employed on bases of a full time contract in Brussels.

Tasks of the political officer are as follows:

- Manage the Secretariat
- Manage the Administration
- Assist the management and organization of activities, both in preparatory and finalising phases, and also during activities themselves
- Support in everyday management of the organization

## Profile

ECOSY political officer is required to:

- work in the Brussels office of ECOSY in a full time job dimension
- communicate fluently in written and spoken English and French (knowledge of any other European language especially Dutch is an advantage)
- be communicative and possess skills, allowing to work in the multicultural ambiance
- be computer literate
- be ready to be flexible in terms of working hours, taking into account that ECOSY often organizes activities over the weekend
- have at least one year experience in terms of work within NGO administration
- have educational background allowing to manage administration and legal affairs within Belgian juridical system
- have skills to manage financial matters involving book keeping.
- have at least two years experience of work/activism within a youth organizations
- agree with the principles of social-democracy and the PES / ECOSY family around Europe
- have no function of any character within any ECOSY member organization
- be able to start working from the 1<sup>st</sup> March 2006

Applications should be submitted to ECOSY Secretariat till 15<sup>th</sup> February 2006. The application should include following documents:

- Curriculum Vitae (resume)
- Motivation Letter
- 2 reference details

The documents should only be sent by email to: [ecosy@pes.org](mailto:ecosy@pes.org)

Applications should be marked with a note "Application for vacancy of political officer"

All candidates will be informed of the results, candidates are requested not to inquire by the Secretariat.

The procedure, that will be concluded by ECOSY Secretary General with support of ECOSY Control Commission Chairperson will include:

- registering submitted candidatures
- pre-selection process
- telephone interviews
- announcement of the results