



Vertretung der Europaregion Tirol-Südtirol-Trentino
Rappresentanza della Regione Europea Tirolo-Alto Adige-Trentino

VACANCY NOTICE

**The Liaison office of the European Region Tyrol – South Tyrol – Trentino in Brussels is looking for a
COLLABORATOR FOR THE COMMON SECRETARIAT**

(At the earliest convenience)

Workplace

In 1995, the Land Tyrol and the Autonomous Provinces of Bolzano-Alto Adige/Bozen-Südtirol and Trento established the first cross-border EU liaison office in Brussels.

The main tasks of the Office are:

- Creating a network aimed at gathering information related to the activities of the European Union and transmitting them back to the local administrations;
- Supporting and assisting officials, offices and territorial associations in the processes of interaction with the institutions and the other bodies of the European Union;
- Policy analysis, promotion and advocacy activities related to strategic sectors e.g. regional policy, agriculture, social issues, transport, research and education policies;
- Raising awareness of the EU activities through a regular update to the respective local administrations;
- Contacts in order to organize institutional, cultural and promotional events;
- Supporting the preparation of visits and meetings between local and regional stakeholders and the representatives of the European institutions, as well as assisting groups of visitors in organizing their visit in the European Capital.

Job description

Financial management (40%):

- Day-to-day accounting (draft orders (*bons de commande*), payment of invoices, management of a bank account);
- Manage monthly expenses sheets;
- Manage, monthly, four-monthly, and yearly audit report;
- Propose, monitor and manage the annual budget.

Secretarial and administrative support (30%):

- Assist and support the Direction by dealing with queries by phone and by email;
- Schedule internal meetings (prepare relevant background material, take minutes);
- Substitute the second person in the secretariat if necessary;
- Translate documents from/to EN/FR/DE/IT.

Office and building management (10%):

- Draft and manage contracts with external suppliers;
- Manage the inventory;
- Purchase goods, monitoring the procedures for services and works.

Human Resources Management (10%):

- Coordinate the HR under Belgian contracts (secretariat and service providers);
- Liaise with the Belgian *Secrétariat Social*;
- Prepare the monthly timesheets for the payment of salaries;
- Draft reports and official documents about Human Resources Management (*Règlement de Travail, Bilan social*, etc.).

Prevention and Protection in work environment (10%):

- Draft the annual and 5-year action plan;
- Monitor the implementation of internal Prevention and Protection Policy;
- Liaise with the External Service for Prevention and Protection in Work Environment (SEPPT);
- Draft reports and official documents about Prevention and Protection Management (Regular update of the *Règlement de Travail, Rapport annuel du Service interne de prévention et de protection au travail*, etc.);
- Organise ad hoc trainings with external bodies in the framework of the internal Prevention and Protection Policy for staff members, upon agreement of the Direction.

Job requirements

- Sound experience of accountancy;
- Fluent in Italian and German. Good knowledge of French and English;
- Excellent knowledge of MS Office (Excel and Word);
- Good analytical skills;
- Attention to details;
- Ability to meet tight deadlines and to work under pressure;
- Ability to multitask;
- Ability to work independently;
- Organisational, communication and team skills;
- Proactive attitude and problem-solving capacity;
- *Savoir faire* in direct and telephone communication.

What we offer

- 1-year contract 38 hours/week, under the Belgian law;
- Attractive salary package;
- 20 holiday days/year in addition to the 10 days/year of bank holiday already foreseen in Belgium;
- 3 extra holiday days/year;
- Multicultural and international environment.

Application

Please send your CV in English, a motivation letter in English, at least one reference letter in English, and all the relevant certificates (in one language out of EN/DE/IT/FR) by **26 October 2018 at 18.00** to accountancy@alpeuregio.eu.