

EXTERNAL AGENT

WARSAW OFFICE

ECR GROUP - POLISH DELEGATION

The **European Conservatives and Reformists Group** of the European Parliament has decided to open procedures for the provision of two posts in the Group office in Warsaw. Duties are to be performed under the direction and with the collaboration of the ECR Secretariat in Brussels.

DUTIES:

- Cooperation with Members of the EU Parliament, EU Commission, and ECR advisors by delivering information about the political, social, and economic situation in the region;
- Ordering specific research and expert reports;
- Preparing in-depth analyses, monitoring EU policy, and coordinating with the ECR; promoting the ECR's activities and policies in the region;
 - Cooperating with mass media
 - Organizing and coordinating press conferences
 - Elaborating and implementing the ECR's public relations policy
 - Preparing and distributing internal briefings
 - Coordinating strategy development, organizing seminars, trainings and conferences;
- Cooperation building with political parties in the region with similar political views to the ECR;

GENERAL CONDITIONS FOR ADMISSION:

The selection procedure is open to any candidate provided that:

- She/he is a national of one of the Member States of the European Union and enjoys her/his full rights as a citizen;
- She/he has fulfilled any obligations imposed on her/him by the laws concerning military service.

QUALIFICATIONS AND SKILLS REQUIRED:

- University education; MA degree required
- A thorough knowledge of the Polish language and knowledge of the English language;
- Good organisational skills and the ability to work under time pressure;
- Capacity for teamwork;

- Academic experience in the field of Political Science, International Relations, Media/Communications, or Journalism will be considered an additional asset;
- Work experience in journalism, media, or public policy will be considered an additional asset.

PROCEDURE FOR APPLICATIONS:

The closing date for applications is fixed at **8 November 2009**.

Applications should be sent **at the latest as attested by postmark or by e-mail** to the ECR Group at the address below and should include: CV and an application letter indicating the title of the position being applied for and a proposal concerning net salary level required for undertaking a full time basis the duties described above.

POSITION TO BE FILLED BY: 16 November 2009

**Ms Alessia PICCAROLO
Human Resources Officer
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