

EXTERNAL COORDINATOR

WARSAW OFFICE

ECR GROUP - POLISH DELEGATION

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

DUTIES:

Cooperation with Members of the European Parliament, the European Commission, and ECR advisors by delivering information about the political, social, and economic situation in the region;

Transfer of an exhaustive knowledge of the committee's work in European Parliament to the members of the national parliament and in-depth cooperation with the members of national parliament related to the ECR fraction;

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;

Elaborating and implementing an effective strategy to inform the members of national parliament about work of the European Parliament;

Preparing and distributing internal briefings;

Coordinating strategy development, organizing seminars, trainings and conferences;

Promoting the ECR's activities and policies in the region;

Cooperation building with political parties in the regions 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

Experience and knowledge in working with Members of the European Parliament and Members of the Polish Parliament;

A thorough knowledge of the Polish language and knowledge of the English, Dutch or Russian languages;

Good organisational skills and the ability to work under pressure and meet deadlines;

Capacity for teamwork.

Academic experience in the field of Political Science, International Relations, Media/Communications, or Journalism will be considered an addition 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 **30 March 2010**.

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: 1 April 2010

Mr Gabriel Beszlej
Deputy Secretary of the ECR
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Brussels, 24th March 2010