



The **European Transport Safety Council (ETSC)**, an international non-governmental organisation dedicated to the reduction of the number of deaths and injuries in transport in Europe, is seeking a motivated and pro-active full-time,

Project Officer

to join its Brussels office.

Responsibilities

Reporting to the Projects Director, the Project Officer will carry out the following principal duties:

- Collecting and analysing national data on road safety;
- Drafting reports under the supervision of the Projects Director;
- Organising events and working meetings;
- Liaising with national experts;
- Assisting with the efficient running of the ETSC office; contributing to the development and smooth running of administrative procedures and such other duties as and when required by the Executive Director.

Profile

Candidates should be able to demonstrate the following:

- Minimum of 1 year experience in transport policy, acquired in a Ministry of Transport or related part of government, a university or research institute, an international organisation or consultancy firm.
- An advanced university degree in economics, engineering or other relevant disciplines. Academic specialisation in transport economics, transport engineering or planning would be an advantage.
- Ability to communicate fluently, orally and in writing, in English; other languages a benefit;
- Effective information gathering skills, good organisational skills, a flexible approach and the ability to plan and prioritise tasks.
- Good knowledge of Microsoft Office, with particular emphasis on Excel in order to manipulate complex data and tables and build graphs as appropriate.
- Self-motivated and able to work independently, collaboratively with minimum supervision
- Interest in road safety, from an NGO perspective.

Contract

- A 1 year contract with possible renewal
- Brussels-based, 37½ hours per week
- NGO salary, according to age and experience.

Please apply by **no later than 17th of August 2014** by sending an email enclosing CV and cover letter, including salary expectations, to:

Mr. Antonio Avenoso
Executive Director
European Transport Safety Council
Email: recruitment@etsc.eu

Please include "Recruitment + your name" in the subject line of the email.

Please note that only shortlisted applicants will be contacted.