



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 ETSC Executive Director, the Project Officer will carry out the following principal duties:

- Manage ETSC's new project on post collision care.
- 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 or health policy, acquired in a Ministry of Transport and Ministry of Health or related part of government, a university or research institute, an international organisation or consultancy firm.
- An advanced university degree in engineering, european studies or other relevant disciplines. Academic specialisation in health policies or 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.
- Self-motivated and able to work independently, collaboratively with minimum supervision.
- Interest in road safety, from an NGO perspective.
- Availability to travel.

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 23rd of August 2016** by sending an email 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 enclose a CV, a cover letter and a letter following the instructions below.

Please draft a letter addressed to the Minister of Health of your country inviting a representative of the Ministry to attend a round table event on improving post-collision outcomes by sharing best practices in emergency medical service. The letter should give the background to the organisation of the round table and give strong arguments to encourage the country to participate to the event.

Please note that only shortlisted applicants will be contacted.