



**Date: 08/01/2020**

**Job Title:** *Project Executive (trainee)*

**Location:** *Brussels, Belgium*

### **Job Description**

DEVELOPMENT Solutions (DS) is a European consultancy and serves the international donor and business community in support of sustainable development and investments objectives, primarily in emerging markets. DS work covers the fields of international trade and economy, energy and environment, as well as business facilitation to EU SMEs. This expertise is built on our strong grounding in project design and management, research, policy analysis and business, public and government relations. This expertise is built on our strong grounding in project design and management requiring research, policy analysis, capacity building and business, public and government relations expertise. Further information regarding our projects and expertise is available at [www.development-solutions.eu](http://www.development-solutions.eu).

We are currently seeking a **highly motivated individual** to join our Brussels team to support our project teams in Europe (e.g. background research, arranging of training events/workshops, writing social media posts, development of guides, infographics and podcasts). Prospective candidates will preferably have a Master's degree in economics, international trade, international relations, political science, environmental sciences and/or law. The candidate should have proven experience in communications, stakeholder engagement and outreach, and event management. Familiarity with intellectual property and the EU's trade policy agenda in third countries would be preferable. In addition, the candidate should have an excellent command of written and oral English while knowledge of Spanish would be considered an asset.

The candidate should also possess the following skills/qualities to perform well in this role:

- Strong research, analytical and technical writing skills;
- Reliability, initiative, thoroughness and attention to detail;
- Strong coordination and organisational skills;
- Excellent communication skills for interactions with project experts and stakeholders;
- Ability to work independently and meet tight deadlines;
- Knowledge of how to develop communication and social media campaigns;
- Proficiency in Microsoft Office suite applications (Word, Excel, PowerPoint); and
- Experience in working podcasts and/or infographics is a plus.

This is a paid traineeship for one year, with the possibility of an extension.

### **Application information**

Interested candidates are encouraged to send an application including cover letter, CV, and one-page writing sample to [vacancy@development-solutions.eu](mailto:vacancy@development-solutions.eu). Please indicate clearly whether you are currently available for an interview and your current location. Please also use 'Project Executive DS Brussels' in the subject line. **Deadline for applications is 23 January 2020.** Only short-listed candidates will be contacted for interviews.