

Project Executive Traineeship – Communications and Outreach

DEVELOPMENT Solutions Europe Ltd.

Location: Brussels Office

DEVELOPMENT Solutions (DS) is a European consultancy serving the international donor and business community in support of sustainable development and investment objectives, primarily in emerging markets and EU strategic partner countries. Our services focus on technical support for international trade, SME business facilitation, and professional training/capacity building. DS' capabilities are built on a strong grounding in project design and management complemented by extensive research, policy analysis, and capacity-building expertise across business, public, and government relations sectors. Further information regarding our projects and portfolio is available at www.development-solutions.eu.

DS is currently seeking a highly motivated recent graduate with a can-do attitude to join our project team implementing EU-funded projects, most notably the *Due Diligence Helpdesk on EU Sanctions for EU SMEs dealing with Iran*. The overall objective of these projects is to provide concrete support to EU businesses in their specific business projects in third countries and Iran in particular. The most significant part of the projects will involve outreach to relevant stakeholders and business support organisations throughout Europe and organisation of, and participation in high-visibility events.

Prospective candidates will preferably have a university degree in public policy, international relations, economic development, business administration, or law. They should have a strong passion for work in the public sector, addressing issues in international trade and private sector support. Excellent written and spoken English is required. Knowledge of other major European languages especially Spanish, German, or French would be a strong asset.

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

- Reliability, initiative, thoroughness, and attention to detail;
- Highly motivated, hard-working, ambitious, and able to adapt to a diverse scope of topics and project requirements;
- Excellent communication skills for interactions with project experts and stakeholders;
- Demonstrated event and stakeholder management experience;
- Ability to work independently and meet tight deadlines;
- Proficiency in Microsoft Office suite applications (Word, Excel, PowerPoint);
- Solid background knowledge of the JCPoA, and EU restrictive measures (sanctions) on Iran is a strong asset;
- Experience using Adobe InDesign would be a strong asset

This traineeship is paid and will be for the duration of 12 months at a full-time capacity. This is not a short-term or summer internship scheme; a full position may be available upon successful completion.

Application information

Applicants for the position should have the right to live and work in Belgium, DS is not able to sponsor work permits. Remote work is possible to a limited extent but eventual relocation to Brussels is required.

Interested candidates are encouraged to send an application including a cover letter and CV to vacancy@development-solutions.eu with peter.sczigel@development-solutions.eu and alessandra.capriglia@development-solutions.eu in cc. Candidates who fail to copy all email addresses will not be considered. Please use 'Development Solutions Project Executive application' in the subject line. The deadline for applications is 30 June 2022. Only short-listed candidates will be contacted for interviews.