



Project Executive Traineeship

DEVELOPMENT Solutions Europe Ltd.

Location: Brussels, Belgium (remote work possible)

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

DS is currently seeking a highly motivated and hands-on recent graduate to join our Brussels office to support our project teams with ongoing projects in Europe. Prospective candidates should have multi-tasking skills to deal with different simultaneous tasks related to the portfolio of ongoing projects. They should have demonstrated experience in communications, stakeholder engagement and outreach and event management. Familiarity with social media communication campaigns and platforms and website management is strongly desired. In addition, the candidate should have an excellent command of written and oral English while knowledge of other languages would be considered an asset.

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.

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, and able to adapt to a diverse scope of topics and project requirements
- Excellent communication skills for interactions with project experts and stakeholders
- Knowledge of content creation and regular updating of communication outlets and social media campaigns, projects website updates
- Strong research, analytical and technical writing skills
- Event and stakeholder management experience
- Willingness to travel in Europe
- Ability to work independently and meet tight deadlines; and
- Proficiency in Microsoft Office suite applications (Word, Excel, PowerPoint)

This is a paid position for one year, with the possibility of an extension and placement with the company.

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 upon mutual agreement.

Interested candidates are encouraged to send an application including cover letter and CV to vacancy@development-solutions.eu. Please indicate clearly whether you are currently available for an interview and your current location. Please also use 'Brussels team Project Executive application' in the subject line. **The deadline for applications is 8 November 2022.** Only short-listed candidates will be contacted for interviews.