

Project Executive Traineeship

SD Policies

Location: Brussels, Belgium

SD Policies Limited is an Irish company, established in 2017 to raise awareness about and facilitate trade and business internationalisation of SMEs. SD Policies currently operates a series of EU-funded projects which provide information and business guidance to EU economic operators in strategic and emerging markets. SD Policies' core competencies include network outreach, project management and business support. This work is delivered in support of both the public and private sector, and economic and trade promotion initiatives. Project scope include economic and trade agreements between the EU and non-EU countries and regions as well as trainings, communication and business internationalisation activities.

SD Policies is leading a consortium implementing the China IP SME Helpdesk, one of the IP Helpdesks of the European Commission. This is a major EU-funded business support service project for European SMEs, which delivers business-focused and practical advice on IPR protection and enforcement in China. Services available to European SMEs include expert advice, industry or IP-specific guides, training workshops and other events. Additional information about the IP Helpdesks can be found at <https://ec.europa.eu/ip-helpdesk>.

We are currently seeking a highly motivated Project Executive to join our Brussels team and lead communications and outreach activities, new media marketing, event planning, and stakeholder liaison for the China IP SME Helpdesk. The candidate should have proven experience in communications, stakeholder engagement and outreach, and event management. Additionally, experience in email marketing services, social media and graphic design are highly desirable. 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.

This internship 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. Applicants should have the right to live and work in Belgium, SD Policies is not able to sponsor work permits for Belgium.

Qualifications

Prospective candidates require:

- Undergraduate degree or higher (preferably in International Development, International Relations, Political Science, Business Studies or a related field)
- Excellent English skills in verbal and written communications
- Team player with demonstrated self-management and organisational skills
- Ability to work independently in a busy environment
- Strong computer literacy in Microsoft Office suite applications (Word, Excel, PowerPoint)
- Strong communication and client servicing skills
- Previous experience in networking, outreach and stakeholder liaison (experience with stakeholders in Europe preferred)
- Reliable and showing initiative, thoroughness and attention to detail

Application information

Interested candidates are encouraged to send an application including cover letter and CV to vacancy@development-solutions.eu. Please indicate clearly in the subject line of your email: "Job Application for Project Executive (China IP SME Helpdesk)" and your availability for a potential interview. **The deadline for applications is 10 March 2023.** Only short-listed candidates will be contacted for interviews.

Preferred starting date: As soon as possible