

CONTEXT

The Association of Commercial Television and Video on Demand Services in Europe (ACT) – www.acte.be – is hiring a Junior EU Policy Officer to support the team in the field of EU Intellectual Property Rights (IP) and Competition (COMP) policies. We are looking for a young public affairs practitioner that has minimum one year of experience in EU policy and an understanding and passion for EU IP and COMP topics. The successful candidate will be asked to start asap and report to the Director responsible for IP and COMP. The contract base is a one year *Contrat à Durée Déterminée*, renewable if the hire meets expectations.

JOB DESCRIPTION

Tasks include assisting in

- Development and analyses of policy texts and positions
- Institutional relations & outreach, regular interactions with EU Institutions (EP, EC, Council)
- Stakeholder coordination, working alongside partners and coalitions to deliver common messages
- Implementing outreach plans, including A-Z management of meetings, events and visits
- Representing the association externally, in meetings, panels, and other events

Must Haves (Candidates without the below need not apply)

- **You have existing and current residency in Belgium**
- You speak and write English fluently as well as another EU language, German is an asset
- You have experience in European public policy working in Brussels for a trade association, regional/national representation, law firm, consultancy and/or other relevant organisation
- You have a good understanding of the overall EU decision-making processes and experience of EU IP and COMP legislation; notably the DSA, DMA and other relevant digital legislation

Other important elements to your profile

- You have a degree in a relevant discipline, such as law, political science, communications, media studies, or European studies
- You have an understanding of the media business environment and interaction with policy
- You have the ability to multi-task and a proactive, self-starting ‘can do’ attitude
- You feel comfortable speaking in public
- Good team player
- Computer skills: Microsoft Word, Outlook, PowerPoint and Excel

Should you be interested in this post please send your CV and a cover letter to Miruna Herovanu (mh@acte.be) with CC to Greg Polad (gp@acte.be); subject line – “ACT vacancy – Junior EU Policy Officer – IP and COMP”. Your cover letter should strive to address how your profile and past experience cover the requirements set out above. We highly recommend that you visit our [website](http://www.acte.be) in so doing to better understand the work of the association and its members. **Applications should be submitted no later than July 20 2023.** Designated candidates should expect an initial written test to gauge her/his level of analysis and writing skills. This will then be followed by two interview rounds. All to be conducted in English. Note that while we do our best to answer your application in due course, please allow for some delay in response.

Compensation & Start date

- The compensation for the post is competitive
- We are looking to fill this vacancy in Q3/4 2023