

JOB VACANCY
Policy officer
Brussels-based, full-time, starting asap

Are you passionate about maintaining the quality of Social Protection in Europe? Do you have a strong interest in working for a dynamic membership association? Are you eager to drive impactful advocacy efforts towards EU institutions? Then you might be the person we are looking for.

As the voice of social security organisations in Europe, we are seeking a motivated and skilled **Policy Officer** to join our team in Brussels (ESIP Office, Rue Montoyer 40, 1000 Brussels).

What tasks are waiting for you?

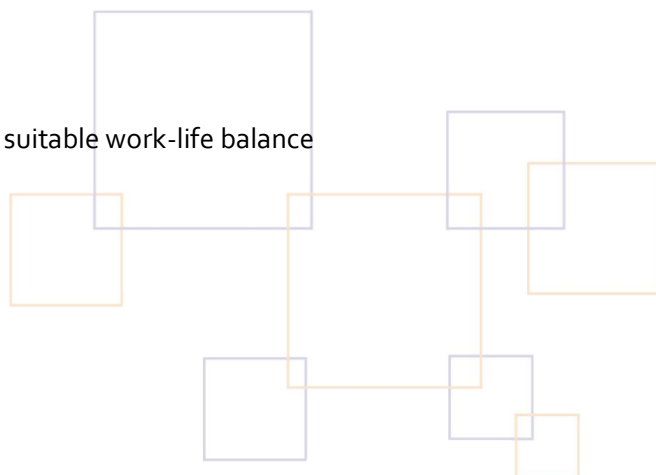
- You prepare and coordinate the work of policy-specific standing committees and working groups in close cooperation with our members
- You monitor EU legislative and non-legislative initiatives that impact national statutory social security institutions and identify key policy opportunities
- You draft position papers, meeting reports, responses to public consultations, technical briefings and newsletters
- You organize and support ESIP meetings and conferences
- You strengthen ESIP's influence and network within EU institutions, national representations, and relevant stakeholders
- You advocate actively for and support the interests of ESIP's members in the evolving landscape of European social security
- You contribute to ESIP's social media presence, helping to elevate our profile and reach.

What do we expect from you?

- At least 3 years of relevant professional experience
- Sound knowledge of EU institutions and procedures. Experience in social protection policies is a plus
- Ability to take initiative and adapt in a small, highly motivated team environment
- Excellent networking, communication, and interpersonal skills
- A relevant advanced university degree (Master's level)
- Proven proficiency in English (written and spoken) is essential. Fluency in other EU languages is a plus
- Proficiency in Microsoft Office (Outlook, TEAMS, Word, Excel & PowerPoint). Knowledge of website editing is an advantage
- Trustworthy, reliable, and collaborative team player.

What do we offer you?

- A full-time contract under Belgian law
- Complementary pension and medical insurance
- A flexible and dynamic work environment and a suitable work-life balance
- 30 days of paid leave per year
- Education and training opportunities
- A modern workplace in the heart of Europe





- An exciting job with interesting and varied tasks in a committed and appreciative team, as well as an international working environment
- The opportunity to work for a reputable and respected association.

How can you apply?

Please send your application via e-mail to [yannis.natsis at esip dot eu](mailto:yannis.natsis@esip.eu) by **June 20, 2025** at the latest (mention 'JOB APPLICATION' in subject line). **Applications will be reviewed on a rolling basis so interested candidates are encouraged to apply as soon as possible.** Only shortlisted candidates will be contacted. The application should include the following documents:

1. An updated curriculum-vitae
2. A motivation letter. In your letter, please explain why you are a good fit for this specific vacancy and how you can support ESIP and its members in fulfilling our mission in Brussels
3. Any writing samples to help us assess your communication abilities and writing style
4. Professional references and/or recommendation letters
5. Your LinkedIn profile (if any)

Please note that the selection process for this position will be **rigorous and thorough**. We will carefully assess all qualifications and claims made in the application materials. Candidates must be prepared to demonstrate in-depth knowledge and provide concrete examples and evidence to support their previous work experience, skills and successes during the interview process.

