JOB VACANCY
Policy officer
Brussels-based, full-time, starting in January 2027

Are you passionate about maintaining the quality of Social Protection? Do you have a strong interest in working for a dynamic membership association? Are you eager to drive impactful advocacy efforts towards EU institutions?
The European Social Insurance Platform (ESIP) is seeking a motivated and skilled Policy Officer to join our Secretariat in Brussels (ESIP Office, Rue Montoyer 40, 1000 Brussels).
As a Policy Officer, you will play a crucial role in advocating for and supporting the interests of ESIP's Members in the evolving landscape of European social security.

These will be your tasks:

- Prepare and coordinate the work of policy-specific standing committees and working groups in close cooperation with our members
- Monitor EU legislative and non-legislative initiatives that impact national statutory social security institutions and identify key policy opportunities
- Draft position papers, meeting reports, responses to public consultations, technical briefings and newsletters
- Organize and support ESIP meetings and conferences
- Strengthen ESIP's influence and network within EU institutions, national representations, and relevant stakeholders
- Contribute to ESIP's social media presence, helping to elevate our profile and reach.

What we are looking for:

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

What we offer:

- The opportunity to work for a reputable and respected association
- 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.

ESIP aisbl
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How to apply:
Please send your application via e-mail to yannis.natsis at esip dot eu **by 30 November 2026 (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. We are looking for a candidate to start 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.