



We are seeking to appoint an

## **Assistant Accredited European Schools (AES)**

Occupational category<sup>1</sup>: 2.18 Assistant to Head of Unit at the OSGES  
**(Full-time post – 37h30)**

The European Schools are an intergovernmental organisation providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 28,000 pupils on roll. The Office of the Secretary-General (OSG) is the central office responsible for managing the European Schools system.

### **Description of the function**

The Assistant AES at the Central Administration Unit will have as main responsibility to support the Head of the AES Cell as well as the Secretary-General and the Executive Coordinator (as Head of Unit) in executing their duties concerning the accreditation, auditing and follow-up of the functioning of the Accredited European Schools in close cooperation with the Head of the Pedagogical Development Unit and the Head of the European Baccalaureate Unit.

### **Main Duties:**

- Organisation of meetings of AES Directors.
- Control and update of the lists of Directors/Deputy Directors/Secretaries of the AES.
- Contacts for accreditations and their follow-up.
- Supervision and annual control of the "Calendar" (important dates in the accreditation process) of the AES.
- Processing of information for dissemination, including the monitoring of posting them, if necessary, on the website of the OSG.
- Assistance in the supervision and annual control of summary documents.
- Logistical support to the Head of Cell AES: checking of data, assistance in the production of reports, etc.
- Participation in the meetings of the bodies for items concerning the AES on request of the Head of Cell AES.
- Support the Head of the Cell AES in
  - o the management and follow up on applications, in particular general interest files and dossiers of conformity.
  - o Organisation and follow up the audits of the AES in co-operations with the audit teams (experts and inspectors of the European Schools).
  - o Control of audit reports before their presentation at the meetings of the bodies.
  - o Adaptation of agreements according to legal opinions and organisation of signatures.
  - o Contribution to the updating of the Secretary General's Report with regard to the AES.

### **Profile required:**

- **University degree** (minimum of 3 years of higher education) with legal orientation or in public administration/international relations (a master's degree is considered as an asset).
- Professional experience of 3 years minimum in a similar function (a longer period of professional experience is considered as an asset).

<sup>1</sup> <https://www.eursec.eu/BasicTexts/2007-D-153-en-10.pdf> (pages 23 and 28, grade 4-6).

- Information on the European schools and the Accredited European Schools.
- Excellent writing skills requiring precision and rigour.
- Excellent communication skills.
- Good analytical and synthesis skills.
- Ability to work both independently and in a team.
- Sense of organisation and responsibility, discretion and attention to detail.
- Ability to work in stressful situations related to meeting deadlines and flexibility.
- Ability to interact with a demanding public in a multicultural environment.
- Excellent command of IT tools: MS office, Office 365.
- Good command of interactive tools (Skype for business, MS Teams).
- Knowledge of languages:
  - **Excellent command** (both written and oral) of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for Languages - CEFR standard, or equivalent) and
  - at least **independent command** (both written and oral) of the respective other language (English or French), minimum level B2 according to the CEFR standard, or equivalent.
  - Knowledge of any other EU official language would be considered as an asset.

### **We offer:**

- **A permanent contract** under the conditions provided by Belgian labour and social law.
- A challenging position in an international team.
- Possibilities for professional development.
- Free schooling for children in the European Schools.

#### **Interested?**

**Fill out the online form [here](#) and send your application** (motivation letter in Word format, CV in Europass format and copy of the requested diploma) **to:**

**[OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU)**

**By 6 January 2021** at the latest.

***Respect of instructions for applying will be considered for the preselection, therefore please be mindful.***

The 'subject' of the email has to be filled in as follows:

**AES Assistant - Name and First name**

Example: **AES Assistant – Dupont Jeanne**

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy/copies of the diploma/s**):

Example: **AES Assistant – Dupont Jeanne 1**

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>