



We are seeking to appoint a

Pedagogical Development Assistant

Occupational category¹: 2.18 Assistant to Head of Unit at the Office of the Secretary-General

(Full-time post - 37h30/week – available from 17/10/2022 until 31/03/2023)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 28,300 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools system.

Description of the function

The Pedagogical Development Unit consists of eight employees. Supporting the Head of Unit, his/her main function will consist of:

- Coordination and management of Syllabuses
- Coordination of Whole School Inspection: together with the secretary in charge of WSI
- General support of the activities of the Head of Unit or of the other Assistants of the Unit in specific tasks
- Assistance in organization and administration and follow-up of certain Working Groups

Main Duties:

- Coordinating and managing the production and publication of syllabuses
- Administrative tasks in the translation of syllabuses
- Administrative support in the implementation of the Multi-Annual Plan of Pedagogical Priorities
- Assistance in the meetings of the working groups related to the main areas of his/her responsibilities
- Support in surveys and online platforms linked to pedagogical development
- Other tasks that the Head of Unit defines linked to the main tasks of the unit

Profile required:

- Holder of a **Bachelor's degree in Education** (minimum of 3 years of higher education)
- Preferably 3 years' of **Secretarial or Administrative experience**
- Teaching experience would be considered as an asset
- Knowledge and competences:
 - Knowledge in the field of pedagogy (such as syllabus design) is an asset
 - Capacity of understanding and applying relevant internal regulations and basic documents
- IT skills and applications:
 - Excellent command of IT tools: MS office, Excel and Office365
 - Knowledge of and experience with collaborative tools and platforms
- Soft skills:
 - Excellent writing skills requiring precision, rigour and synthesis
 - Good analytical and synthesis skills
 - Good administrative and organizational skills

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-13.pdf> (pages 25 and 30, grade 4-6).

- Stress tolerance
- Good communication skills
- Team spirit
- Capacity to motivate people and support decision making
- Flexibility and adaptability
- Knowledge of languages:
 - **Excellent** command of English or French (**minimum level C1** according to the Common European Framework of Reference for languages- CEFR standard or equivalent)
 - **Good** command (**minimum level B2**) of the other respective language (English or French)
 - Knowledge of other EU languages (preferably German) is an asset

We offer:

- **A full-time temporary contract**² (with possibility of conversion into a permanent contract) under the conditions provided by Belgian labour and social law
- A challenging position in an international team
- Possibilities for professional development
- A gross monthly salary of minimum € 5.174,50 and maximum € 7.098,62 depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (two days per week of structural telework)

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

By **5 October 2022 midday** at the latest.

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

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

PDU Assistant - Name and First name (example: PDU 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 of the diploma**: (example : **PDU Assistant – Dupont Jeanne 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.

² Available from 17/10/2022 until 31/03/2023.