



Notice of vacancy:
FEPS IS RECRUITING A POLICY ANALYST ON ECONOMIC AND SOCIAL POLICY
(6-month determinate contract aimed at continuation with indeterminate contract)
Deadline for applications: 20.01.2022 noon CET

The Foundation for European Progressive Studies (FEPS – www.feps-europe.eu) is currently looking for a **Policy Analyst for a thematic field: economic and social policy**.

The successful candidate is to join the FEPS Team based in Brussels from early February 2022 onwards (cf. selection timetable below).

Depending on the experience and qualifications of the chosen candidate, a position of junior policy analyst or senior policy analyst may be offered.

FEPS is an equal opportunity employer, committed to enhancing fairness and to achieving workplace diversity. We therefore welcome and encourage applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.

About FEPS

FEPS is the leading think tank of the European centre left political family. It works with almost 50 Member political Foundations and think tanks across Europe. It embodies a new way of thinking on the social democratic, socialist and progressive scene in Europe. It seeks to serve as a platform for innovative research, policy advice, training and debates to tackle the long- and short-term challenges that Europe and European integration faces today. It strives for more and better-quality democracy in Europe.

To do so, it forges connections and coherence among stakeholders from local, regional, national, European and global levels, and fosters dialogue of between diverse stakeholders from the world of politics, academia and civil society.

FEPS' work is in most cases carried out in the form of projects with its Members and partners. The outputs of said projects feed into the work of the broader progressive family – starting with the Party of European Socialists (PES) including PES Women, the Group of the Progressive Alliance of Socialists and Democrats (S&D), their constituents and Member parties, as well as in the broader public debate.

Reporting Line

FEPS' Policy Analysts report daily to the delegate of the Secretary General (i.e. the Director appointed to supervise the thematic field in question)

Mission of the role

The mission of the Policy Analyst is to substantiate FEPS' work on economic and social policy with particular attention given to issues of public finance, welfare policy and European economic governance.

She will embody FEPS' internal expertise in the field. To do so, the Policy Analyst will steer and implement a portfolio of FEPS (co-)funded projects aimed at impacting policies, political debates and/or public awareness related to European economic and social policies.

This is expected to be done in line with a social-democratic compass recognising the interrelation between economic and social objectives and advancing a social justice agenda in which inclusion and equity become an integral part of every economic, industrial, investment, welfare and employment policy.

Main tasks

- Monitor key trends and major debates (both political and academic) regarding the developments of EU economic and social policies, ensuring FEPS' capacity to provide innovative analyses, implement impactful projects and propose pioneering ideas
- Provide FEPS' leadership and network of foundations with insight and analysis relevant to development of a progressive stance and a furthering of European integration in the economic and social sphere
- Develop, organise and manage FEPS' network of stakeholders, primarily FEPS' Members and partners to foster cooperation on economic and social policy matters
- Organize expert meetings and policy input for the benefit of FEPS projects and activities
- Inform, frame, design and lead the implementation and follow up on FEPS' projects and activities in compliance with applicable rules and procedures
- Coordinate the drafting of policy related content within a variety of formats (e.g. policy briefs, policy studies, project summaries, briefing notes, op-eds, etc.)
- Liaise with EU institutional and political stakeholders, as also with trade unions and civil society organisations with the view to influence agendas
- Produce strategic input for FEPS' Annual Framework Activity Programme
- Support FEPS with an expertise regarding data analyses and design of surveys
- Contribute to the coherent articulation of projects and activities (to be) enshrined in the FEPS' Annual Work Plan
- Represent FEPS and present FEPS research outputs in external events as assigned

The ideal candidate will have the following profile

- Academic degree in economic, social sciences or European studies at MA or MSc level; a PhD will be considered as a relevant asset and account to the years of professional experience
- At least 5 years professional experience in a field connected to economic and social policy, with in-depth knowledge in some of the following areas of European integration: fiscal and monetary policy, employment and health, banking and finance, EU budget and investment policy, industry, and internal market
- Capacity to follow developments at international, European, national, regional, and local levels, and analyse relevant trends across political, economic, and social dimensions, in the respective domain of competences
- Knowledge and interest for EU affairs and political sensitivity
- Experience in overseeing and managing multi-stakeholders' projects
- Written and oral proficiency in English and in a second European language. Any additional European language will be considered an asset
- Proven expertise in quantitative research, data analyses and/or surveys design
- Proven ability to draft analysis, research and policy recommendations
- Excellent writing and communication skills coupled with political sensitivity
- A strong set of soft skills, with specific reference to:
 - Innovative and out-of-the-box thinking
 - High organisational and time-management skills

- Strong analytical and problem-solving skills
 - Advanced interpersonal and social skills
 - Exceptional team player with the ability to contribute positively to a team
 - Ability to work under pressure and tight deadlines
- Readiness to occasionally travel and adapt to flexible working hours

Employment conditions

The position is to be filled out as from early February 2022 onwards.

The duration of the contract is determinate; 6 months, and aimed at being continued in the form of an indeterminate contract (CDI).

The salary – which is paid on a 13,9 months per year basis – will be discussed depending on experience and qualifications. It is part of a generous remuneration package (including benefits such as: a complementary pension scheme, DKV hospitalization insurance, public transport compensation, a professional phone including the right to use it for private purposes, ecocheques, meal vouchers).

The workplace will be Brussels (Belgium): applicants must be able to work and reside in Belgium.

FEPS has put in place an internal policy allowing for telework, under conditions.

As FEPS is registered in Belgium, the contract will be under Belgian law.

Applications' composition and deadline

Please send your application via email (in English) to feps-jobs@feps-europe.eu **by Thursday the 20th of January 2022 at noon CET.**

The title of your application email should follow this **naming convention**:
"NAME_Surname_Application_FEPS_Policy Analyst_EconSocial".

The application should contain:

- A cover letter outlining your motivation for the post and your understanding of progressive values (maximum 2 pages)
- A detailed CV without picture (possibly in Europass format)
- A sample of work authored in the thematic field covered by the present notice (links or attached)
- The name of 2 referees with the related contact details

Applications not respecting the instructions for completing and submitting the application will not be considered.

The selection timetable will be the following

- Deadline for submission of complete applications: 20.01.2022 noon CET
- Eligibility check and first assessment of written applications
 - ⇒ This will result in a shortlist of no more than 10 candidates who will be invited for the subsequent step. Candidates preselected at this stage will be requested to provide a Criminal Record Extract (*i.e.* "Certificat de Bonne Vie et Moeurs" in Belgium) as well as a transcript of the highest degree obtained

- First round of online interviews of candidates with a panel including FEPS' management and expert(s) followed by a written test will take place between 25.01.2022 and 27.01.2022
⇒ This will result in a shortlist of no more than 3-4 candidates who will be invited for the subsequent step
- Second interview of shortlisted candidates with a minima FEPS Secretary General will take place between 31.01.2022 and 04.02.2022
- Communication of the final results to candidates: early February 2022

During the entire selection procedure, FEPS is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential. The equal opportunity principle encourages all qualified candidates to apply regardless of their gender, sexual orientation, origins or disabilities.

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