

JOB DESCRIPTION

LIAISON OFFICER FOR THE BELGIAN PRESIDENCY OF COUNCIL OF EU 2024

If you're curious, organised and want to work in a European environment, this is a unique opportunity for you. As part of the Belgian Presidency of the Council of the European Union, which runs from January to June 2024, you will be involved in protocol relations with various Belgian institutional authorities and European ministerial delegations. This liaison officer position will be a real stepping stone to an international and/or protocol career.



Scan this QR code to
download a digital version
of this job description



Preamble

Our agency [MICHEL International Relations & Services](#) (MICHEL IRS) was commissioned by the Belgian Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation to support its event organisation division in the organisation of high-level events during the Belgian Presidency of Council of EU 2024.

MICHEL IRS is seeking candidates (f/m/div) for the role of Liaison Officer (LO) during these events in the first half of 2024. Application deadline: 30 September 2023.

Job title

Liaison Officer (LO) in the context of Belgian Presidency of Council of EU 2024.

Information session

If you would like more information about the position of Liaison Officer, you are welcome to attend a short optional information session via Zoom Meetings on one of the following dates:

| | |
|-----------------------------------|-----------------------------------|
| 18 September 2023 13:00 – 13:30 | 27 September 2023 10:00 – 10:30 |
| 20 September 2023 10:00 – 10:30 | 29 September 2023 16:00 – 16:30 |
| 25 September 2023 13:00 – 13:30 | |

LOGIN DETAILS FOR ALL ZOOM MEETING SESSIONS:

[PBUE 2024 | MIRS Information session](#)

Meeting ID: 676 4777 6347

Passcode: 980523

Job description

A LO looks after an international delegation during its stay in Belgium. S/he acts as a point of contact, a link, a guide and a facilitator for the delegation during its visit.

The tasks of the LO include:

- Point of contact for all relevant information regarding the assigned delegation and moreover their protocol related questions;
- Close cooperation with the different organising ministries, who will be in contact with the delegations in the run-up to the event;
- Regular exchange with the delegation and/or diplomatic missions;
- Link for relevant organisational entities (authorities (e.g. security), venues, hotel, transport, catering etc.) and other relevant parties;
- Support with the accreditation of the assigned delegation;
- Ensuring time management in accordance with the official programme of events and the delegation's schedule;
- Organising and accompanying delegations to bilateral meetings e.g. between the delegations and/or the media;
- Administrative support such as: courier services, photocopying, research (e.g. matters related to travel), luggage; ad hoc support to the delegation.

Requirements:

- Exceptional academic and/or equivalent record(s);
- First experience with international conferences, preferably with a focus on politics, development or international relations
- Fluency in written and spoken French OR Dutch (Flemish) OR German (C1/C2) AND English (C1) and preferably knowledge of other European (foreign) languages (according to the CEFR - Common European Framework of Reference for Languages*);
- Interpersonal skills and intercultural competence in dealing with high-ranking international guests, colleagues and superiors are a prerequisite;
- Discretion and obliging appearance;
- Flexibility and stress resistance;
- Well-groomed appearance;
- European nationality or EFTA (Iceland, Liechtenstein, Norway and Switzerland) or in possession of a work permit for Belgium;
- No entries in the police clearance certificate and willingness to undergo a security check by Belgian authorities.

* [Global scale - Table 1 \(CEFR 3.3\): Common Reference levels - Common European Framework of Reference for Languages \(CEFR\) \(coe.int\)](https://www.coe.int/en/web/global-scale)

Contract and remuneration:

Expected assignment periods:

- Five days training session in the first half of December 2023 (dates tbd);
- Deployments from 1 January to 30 June 2024.

As things stand a training session is planned before the first deployment; conducted mainly virtually and partially face-to-face in Brussels.

- Fixed-term contract (contrat à durée déterminée) on assignment including training and deployments, under Belgian law;
- An average of three to four assignments per LO per month, each lasting between two and four days;
- The assignments will take place mainly in Brussels and secondarily in other Belgian cities (e.g. Antwerp, Gent, La Hulpe, Liège, Louvain la Neuve);
- They may take place on any day of the week, including weekends and public holidays.
- Remuneration in accordance with market rules, i.e. 17,04 EUR per hour (not including overtime, Sundays or public holidays), overtime will be paid additionally.
- LO five days training session (full-time) will be paid.
- Included in the salary: public transport (Brussels and surrounding area), meal voucher and ecocheque, double holiday allowance, health insurance during deployments.
- In addition: transport (return journey: Brussels and surrounding area to the event venue(s)), accommodation and meals covered by the organiser only during official events.
- Accommodation in Brussels or surrounding area is highly recommended.

Equipment:

You will be provided with technical equipment to carry out the assignments, which must be returned in full and in original state.

Confidentiality and privacy policy:

The signing of a confidentiality clause is a prerequisite for taking on the assignments.

In addition, various personal details will be requested from applicants via an online portal as part of the application process; relevant documents must be submitted. Your data will be processed in accordance with the applicable legal provisions of the German data protection law, in particular the German Data Protection Regulation (DSGVO) and General Data Protection Regulation (EU GDPR). Further details can be found in the data protection declaration, the explanations on image rights and the confidentiality regulations (available as a PDF download in English on the registration platform).

We look forward to receiving your application **by 30 September 2023!**

Click [HERE](#) to apply.

Alternatively, copy the following link into your browser:

<https://michel-irs-jobs.com/register/>

Or scan this QR-code with your smartphone:



Contact

MICHEL International Relations & Services
Unter den Linden 21 | 10117 Berlin | Germany
E: PBUE-jobs@michel-irs.com | <https://www.michel-irs.com>