

Job vacancy

Function: **Training Academy Assistant**
Location: **Brussels-based Secretariat**
Category: **Traineeship of 6 months, full time** (Belgian [CIP/BIS](#) programme)

Job Profile

The Training Academy Assistant will primarily be responsible for providing administrative assistance to the running and organisation of training activities under the CEER's Training Academy.

Duties (non-exhaustive)

- Providing logistical and administrative support to the running and organisation of the CEER training courses covering different topics in energy regulation.
- Managing the sections of the CEER website devoted to the CEER training courses, including the web content, course programme, registrations, etc.
- Promoting the courses via the website, emails, CEER publications and social media channels.
- Preparing participant packs, name plates, badges, participants certificates and other materials for the courses.
- Booking venues, ensuring proper room setting, arranging site visits, dinners and other social events for the courses.
- Providing organisational and logistic support for the trainers and participants during the courses, handling any requests.
- Developing the online course feedback forms, following up with participant feedback and compiling the results after the courses.
- Researching the possibility of developing e-learning options, including the technology platforms, design and functionality.
- Preparing invoices for course participants, handling reimbursement claims and monitoring payments and receivables, to ensure appropriate payments are made in line with agreed policy;
- Assisting in other tasks regarding the planning and development of the Training Academy's annual programme.
- Assisting with the organisation and administration of cross-Secretariat events such as workshops and conferences.
- Providing general office and logistical support, contributing to deliverable coordination and efficiency within the small and dynamic Secretariat.

Requirements

- University degree or equivalent.
- At least 1 year of professional experience working in an office environment.
- Previous experience in training assistance and facilitation is a plus.
- Excellent written and oral command of English.
- Flexible, pro-active attitude with strong organisational skills, and an eagerness to learn on the job.
- Good knowledge of IT systems, including Microsoft applications generally and website maintenance.

We offer

- An experience in an international environment.
- A remuneration of 796.91 € per month, meal vouchers and reimbursement of local transport costs.

If interested please send your letter of application and CV¹ to myriam.demeyer@ceer.eu
by 23:59 CET, Sunday, 2 February 2020.

For more information, visit our website: www.ceer.eu

¹ If you are not successful, we will retain your CV for 6 months after the closing date, should similar vacancies arise. After this, we will destroy your CV.