

Position of Temporary Junior Project Officer

European Platform of Regulatory Authorities (EPRA)

Location Strasbourg

As the oldest and largest pan-European network of media regulators, EPRA provides an independent, informal, and collaborative forum to facilitate the sharing of relevant information, best practice, experience and expertise, and the learning about new developments affecting the media, the information ecosystem and regulation. The EPRA Secretariat is hosted by the European Audiovisual Observatory which is an enlarged partial agreement of the Council of Europe.

You will help the Executive Board and the Secretary of the European Platform of Regulatory Authorities ([EPRA](#)) in carrying out a large variety of tasks and duties, to support and foster an active cooperation network composed of 55 media regulatory authorities, in accordance with EPRA's Statutes and its strategic objectives and in the framework of the hosting of the EPRA Secretariat by the European Audiovisual Observatory.

Job mission:

Under the direction of, and in close cooperation with the EPRA Secretary, you will perform the following key duties:

- Provide support with the organisation of the twice-yearly meetings of EPRA which bring together about 130 representatives from media regulators, of the regularly convening online working groups, of the executive Board meetings as well as ad hoc workshops. This includes contributing to the preparation of meeting documentation, the selection of appropriate speakers, taking part in meetings, drafting minutes and following up on actions agreed;
- Contribute to drawing up short reports, documents, and correspondence;
- Help with the monitoring of relevant developments among member authorities, and the media sector, and regularly assist with feeding the news section on the EPRA website;
- Co-ordinate with local organisers the logistical aspects of the events;
- In close cooperation with the EPRA Secretary, see to the day-to-day business of the EPRA Secretariat, contribute to the sustainability of the EPRA network, as well as to the efficient exchange and circulation of information among members between meetings;
- Contribute to the external visibility of the EPRA network;
- Help maintaining internal and external contacts with counterparts in other organisations, commissions, committees and international bodies relevant to EPRA's activities;
- Fulfil other administrative tasks that may arise from time to time, such as handling a number of operations related to the implementation of the EPRA budget;

Essential competencies:

- Professional and technical expertise:
 - Some prior relevant experience in link with the above mentioned tasks
 - Excellent drafting skills
 - Knowledge of project management methodology
 - Very good knowledge of English and good knowledge of French

- Good communication skills
- ICT skills: sound computer skills of standard tools in office applications (word processing, spreadsheet, databases, presentation software, outlook)
- Concern for quality
- Relationship building
- Service orientation
- Planning and work organisation
- Initiative

Desirable:

- Professional and technical expertise:
 - Prior experience or knowledge in one or more of the following: Audiovisual and Media law, European law, European audiovisual and media sector
 - Prior experience in event organisation
 - Prior experience with website editing
 - A relevant university degree
 - Prior experience with budgetary tasks
 - Additional languages would be an asset
- Teamwork and co-operation

Period:

The candidate should ideally be available from mid-September 2024. If successful, you will be offered a temporary employment for the period of 12 months.

Salary:

You will receive a basic monthly gross salary of €4 107.07 (grade B3) which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation.

Deadline:

Applications should be sent to applications.obs@coe.int by **19 August 2024**, indicating in the subject "Application for the position of temporary Junior Project Officer".

Files should include:

- CV
- Letter of motivation
- Your contact details
- At least one reference contact