

# Transparency International EU

The global coalition against corruption

## Vacancy: Administrative Assistant – Traineeship

Pia Engelbrecht-Bogdanov · Wednesday, September 17th, 2025

**Transparency International EU (TI EU)** is an international non-profit association under Belgian law (AISBL) based in Brussels (Belgium). We work closely with Transparency International national chapters in over 100 countries worldwide and the International Secretariat (TI-S) based in Berlin.

As part of the global Transparency International movement, TI EU coordinates Transparency International's advocacy toward the EU institutions. The mission of TI EU is to prevent corruption and promote integrity, transparency and accountability in EU institutions, policies and legislation. This will in turn enhance efforts at the national level to fight corruption and promote equality and access to justice for citizens.

We are looking for a motivated individual with a background in office administration to join our support team. The successful candidate will provide support to the Head of Operations and support the administration of a busy office of around fifteen people.

**Main function:** Administrative assistance to Head of Operations

**Starting date:** 10 November 2025

**Duration:** 6 months

**Type of contract:** Convention d'Immersion Professionnelle under Belgian law (38h/week)

Under the legal traineeship scheme used, candidates should be at the start of their careers (no more than 5+ years working experience in this field). **This traineeship cannot provide credit required**

**for a degree or diploma.**

**Location:** Brussels, Belgium (A mix of teleworking and office-based work is offered)

**Traineeship allowance:** 1200 EUR gross per month, 10 extra-legal days' holiday, work from home allowance of 148.73 EUR and internet allowance of 20 EUR per month, lunch vouchers amounting to 8 EUR per working day, mobile phone subscription, hospitalisation insurance, private accident insurance, paid sick leave and 100% transport allowance

**Key responsibilities:**

- Handling correspondence including emails;
- Support of finance/accounting and other administrative and HR tasks;
- Organisation of work trips;
- Preparing and minuting meetings;
- Reception and guest welcoming functions;
- Organising logistics for meetings and events;
- Assist in providing office support services e.g. ordering kitchen and office supplies, and ensuring an orderly work environment, as required;
- Perform other ad hoc duties as required

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**Knowledge, experience, and skills:**

- Relevant studies and/or experience in administrative assistance
- Excellent knowledge of French and English (written and spoken) is a requirement. Written and oral tests will form part of the application procedure
- Dutch and any other languages are an asset
- Some knowledge of relevant Belgian law and administration
- Dynamic and creative self-starter; organised, flexible, comfortable in both taking initiative and working as part of a multi-cultural team, with good interpersonal skills
- Excellent organisational skills including proficiency in MS Word, Excel, Outlook and PowerPoint
- A commitment to the values and goals of Transparency International

**Application procedure:**

Applications should be submitted in **English** by completing [this form](#) and include a **CV and a cover letter**. Transparency International EU highly discourages the use of AI to generate cover letters.

The deadline for applications is Sunday **12 October 2025** at 23:59 Brussels time.

Short-listed applicants will be asked to take part in an interview the week of October 13<sup>th</sup>.

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Please note that applicants must have the legal right to reside and work in Belgium.

TI EU is committed to diversity in its staffing, including based on gender, ethnic origin, and disability. We encourage candidates with such diverse backgrounds to apply.

Due to the large number of applications, only short-listed candidates will be contacted.

Unless told by you not to do so, we shall keep your application on file for 6 months after the vacancy has closed. Applications older than 6 months are deleted in line with our implementation of Regulation (EU) 2016/679 on general data protection.

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