

# Transparency International EU

The global coalition against corruption

## Vacancy: Communications – Traineeship

Pia Engelbrecht-Bogdanov · Monday, June 23rd, 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 seeking a highly motivated trainee to assist the office working with the communications team across topics in EU Policy. This role requires an ability to write at a high standard. The candidate will also be responsible for assisting with social media channels, creating audio-visual materials, as well as maintaining and updating the TI EU website.

**Main function:** Communications trainee

**Starting date:** 1 September 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**

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**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:**

- Assist in the development of “traditional communications” and social media campaigns
- Quality assurance of communication materials, including proofreading and editing
- Maintain and update our website as required
- Create audio-visual materials for communication channels
- Liaise with communications officers in the wider TI network and keep National Chapters up to date with Brussels activities
- Promote conferences, seminars and other public events
- Perform other ad hoc duties as required

**Knowledge, experience, and skills:**

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- Excellent communication skills in English (native speaker standard), both written and verbal, are required
  - University degree or equivalent qualification in communications, journalism, political science, marketing, international affairs or other relevant fields
  - Experience in communications, preferably at a political organisation/institution
  - A good understanding of EU affairs
  - Excellent writing and editing skills, with a thorough eye for detail and a creative approach to communications
  - Experience in working with Content Management Systems, preferably WordPress, as well as mass emailing software
  - Experience with Canva/Adobe Creative Suite and audio-visual production
  - Good interpersonal skills and ability to work as part of a team in a multi-cultural environment
  - 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.

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The deadline for applications is **Sunday 13 July 2025** at 23:59 Brussels time.

Short-listed applicants will be asked to take part in an interview the week of July 21<sup>st</sup>.

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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