

# Transparency International EU

The global coalition against corruption

## Vacancy: Policy Assistant – Illicit Financial Flows

Jennifer Boizumault · Tuesday, November 30th, 2021

### Transparency International EU Office, Brussels, Belgium

**Transparency International EU (TI EU)** is an international non-profit organisation 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.

We are seeking a highly motivated policy assistant for its anti-money laundering (AML) and asset recovery (AR) work. The Policy Assistant will work under the supervision of the Senior Policy Officer responsible for illicit financial flows at TI EU.

**Main function:** Policy Assistant – Illicit Financial Flows

**Starting date:** As soon as possible

**Duration:** Indefinite

Type of contract: Full-time

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

**Salary and Benefits:** 1660 EUR gross per month, 20 statutory days' holidays + 10 extra-legal days, work from home allowance, lunch vouchers, mobile phone support, hospitalisation insurance and bicycle benefit

### **Key responsibilities:**

- Monitor anti-corruption developments and trends related to asset recovery and anti-money laundering and disseminate information across the global TI movement;
- Conduct research and analysis work of anti-corruption-relevant information, in particular data, trends and stakeholders;
- Assist in the implementation of TI's EU campaign to increase transparency within asset recovery and anti-money laundering legislation;
- Participate in the development and implementation of communications strategies using traditional and social (blogs, Twitter, etc.) media;
- Assist in drafting policy and issue papers on AR and AML;
- Engage in outreach activities with EU institutions and relevant stakeholders;
- Helping to organize presentations on the work of TI, internal meetings and external events;

- Supporting the team in organisational and administrative matters;
- Perform other ad hoc duties as required

### **Knowledge, experience, and skills:**

- University degree in European Studies, Economics, Law, Political Sciences, International Relations, or other related field – or equivalent acquired through work experience;
- In-depth understanding of EU institutions and policy-making;
- An analytical, inquisitive and critical mindset;
- Excellent knowledge of English (written and spoken) and a second EU language; other EU languages are a plus;
- Strong research and writing skills; experience in data analysis is an asset;
- Proficiency in the use of the Microsoft 365 suite of apps;
- Dynamic and creative self-starter; highly motivated, organised, and flexible;
- Strong interpersonal skills, including an ability to work in a small, multi-cultural team;
- A commitment to the values and goals of Transparency International.

### **Application procedure:**

Applications should be submitted in **English** by completing the form below and include a **CV and a cover letter**.

The deadline for applications is Sunday **12 December 2021** at 23:59 Brussels time.

Short-listed applicants will be asked to take part in an online interview and possibly a written test.

Interviews will take place the week of December 13<sup>th</sup> via Teams.

Please note that applicants must be a resident of Belgium or have the 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.

We are no longer taking applications for this position.

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