



**LOOKING TO GIVE YOUR CONTRIBUTION TO A SCIENCE-FOCUSED FUTURE?
JOIN OUR DYNAMIC TEAM IN THE HEART OF THE EU DISTRICT.**

TRAINEE - JOB DESCRIPTION

**Contract: 6-12-month Traineeship, starting in Feb-March 2025
Schedule 5 days per week (min 2 days/week in the office in Brussels)**

Description

ECETOC is a scientific association that provides a collaborative space for top scientists from industry, academia and governments to tackle real-world problems. Our main goal is to find practical, trusted and sustainable solutions to (regulatory) scientific challenges, especially in the world of regulatory science, which benefits not only businesses but also regulators and society as a whole.

We, the ECETOC Secretariat, are a driven, supportive and dynamic team. We love a good challenge, thrive on learning and are attentive to personal growth. We enjoy bringing different people into our team and celebrate our diversity.

To complete our team, we are looking for an all-rounder trainee to support our everyday activities, to offer them the chance of gaining first-hand experience in the field of regulatory toxicology, in an environment at the crossroads of industry, academia and regulatory affairs. Does this sound like an opportunity for you?

Providing support to the ECETOC team, your daily tasks will cover a broad spectrum of activities, which we're flexible to adapt to your interests:

Main Responsibilities

- Provide support to the Science Managers in their daily work with Task Forces, workshops etc.
- Help draft minutes and meeting proceedings
- Take part in calls and meetings of working groups, task forces, Scientific Committee as well as preparatory meetings for workshops
- Support the Secretariat with the preparation of workshops and other meetings
- Support the outreach effort of the organisation by providing communications input (newsletters, reports, manuscripts, press releases...)
- Support the team in the daily relationship with members, partners and other players (which includes administrative tasks such as database management and upkeep, communications, support with website content management...)

Profile, Competences, Skills and Interests

- Currently enrolled in (or recently graduated from) Master's degree in toxicology, ecotoxicology, chemistry, biomedical sciences, biology, engineering, computational science.
- A keen interest in (and familiarity with) chemicals, plant protection, chemical/pharma EU regulations
- Excellent written and verbal communication skills, capable to transmit a message to audiences with different backgrounds;
- Strong team spirit and desire to work collaboratively in a multicultural environment;
- Fluency in English (main working language);



- Excellent networking skills and desire to provide a tailor-made service to our members;

Please note that this position is only open to EU citizens (exceptions can be made for non-EU citizens if currently enrolled in a university course in the EU requiring a compulsory Traineeship as part of their curriculum).

What we offer:

- The chance of seeing first-hand how scientific research and innovation intersects with policy-making
- A wide, diverse and global network of senior experts and decision-makers in the world of chemical safety assessment
- An opportunity to gain experience in a European membership association with global outreach
- A lean, dynamic, multitasking and international team
- A monthly stipend of 1300 €/month
- Luncheon vouchers
- Reimbursement of travel costs (public transport or distance travelled by private means)
- Great views of the city from our offices in the heart of Brussels's EU Quarter and very good coffee

Next steps:

- If you are interested in joining our team, please **send your CV and a short explanation (200 words) of why this opportunity fits within your ideal career path to valles@ecetoc.org no later than 15 January 2025**. Please indicate in the subject line: Traineeship application + *your name*.
- Interviews will be conducted as soon as the application deadline passes
- The selection will happen in 2 or 3 rounds: we will first screen all applications (complete and correctly submitted), then invite a selected number of candidates to interview with us. A second (and final) round of interviews could be organised for the top-ranking profiles.
- Given the high number of applications expected, we will only be able to reply to selected candidates.

At ECETOC we are committed to diversity and inclusion.