



The European School Brussels IV is recruiting a :

A Prevention Advisor part-time job (h/f)
Undetermined contract
(Reference : RP79 – 2018-03)

The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education.

JOB DESCRIPTION :

- Prepare files (environmental permit, mobility plan, IEP - Internal Emergency Plan, Global and Annual Safety Plan, ...)
- Evaluate the school situation in terms of health and safety and identify potential health and safety risks through regular visits or audits in the field
- Set up and maintain a safety policy by ensuring compliance with the legal Belgium law regarding the safety and health of workers while respecting the procedures and regulations common to the European Schools
- Be responsible for enforcing and guaranteeing the school safety policy
- Promote safety for all staff, including those who are not directly employed by the school and develop a positive safety culture
- Keep track of and communicate / train safety and health plans, alert, alarm, intervention and evacuation to the concerned persons in schools.
- Perform regular security checks to detect risks and update the School Risk Register in collaboration with all involved members
- Prepare, organise and direct evacuation and confinement drills, ...
- Maintain relations with the labour inspectorate, inspection bodies, the health service to which the school is affiliated, other safety control authorities
- Manage security records, maintenance books and carry out the necessary and legal inspections related to safety and health.
- Prepare and lead, when appropriate, the School's Health and Safety Committee
- Inform the administrator of the budgetary implications of the security policy and prepare any documents related to their duties and responsibilities.



PROFILE

- You have at least a level 2 degree of Prevention Advisor (exclusive criteria)
- You have at least a bachelor degree in technic orientation or 5 years of professionals experiences
- You have an excellent knowledge of French and English, the knowledge of another European language is an asset
- You have a good knowledge of the « Office » suite
- Flexible, organized, proactive and the ability to track files in a autonomous way
- Good personnel organization skills, precision and rigor on administrative tasks
- Good listening and communicational skills, and capable of being persuasive

OFFER

- Permanent contract according to the Belgian legislation and the AAS service regulation (see website of the European School www.eurisc.eu)
- A multicultural and stimulating environment
- A monthly gross salary of 2.066,94 €
- A diversified job with a lot of contacts
- 18h45 working hours per week (part-time)
- The position is available as from 20.08.2018

INTERESTED ?

Your application must be sent in PDF version by email only to the following address :
lae-recruitment@eurisc.eu

Your application must contain 3 attachments :

- A cover letter
- A Curriculum Vitae
- A copy of your diploma/qualification

Your application should mention the following reference : PR79 – NAME Surname

Applications that do not respect the procedure will not be considered

Deadline for sending application: **27/04/2018**

No answer will be given to the candidates before the end of the procedure

Successful candidates will be invited to an interview in front of a Committee of Selection to be held mid-June 2018.

Successful candidates will be required to provide a « Certificat de bonne vie et mœurs » (Model 2 – to access to an educational activity in Belgium or any other similar document for another country of origin) prior to entry into service.

Please note that all data will be stored electronically, while respecting the privacy laws. Candidates who are opposed, are kindly asked to inform us beforehand.