



Insurance Europe is the European insurance and reinsurance federation. Through its 36 member bodies — the national insurance associations — it represents all types and sizes of insurance and reinsurance undertakings. Insurance Europe, which is based in Brussels, represents undertakings that account for around 95% of total European premium income. Insurance makes a major contribution to Europe's economic growth and development. European insurers pay out over €1 000bn annually — or €2.8bn a day — in claims, directly employ more than 920 000 people and invest over €10.6trn in the economy.

For our economics & finance department, we are looking for a (m/f)

### **Policy advisor international affairs**

#### **Function**

As a member of the international affairs and reinsurance team, your main responsibilities will be supporting the work of the Global Federation of Insurance Associations (GFIA). You will be responsible for preparing meetings and high-level events. You will also coordinate the discussions of a range of working groups where issues of global interest to the insurance industry are discussed and advocacy papers developed. You will assure coordination and interaction with dedicated industry bodies, such as the International Association of Insurance Supervisors (IAIS). Furthermore, you will participate in seminars and conferences where you will actively promote GFIA's work and agreed policy messages.

- Supports the work of the GFIA including the organisation of events and high-level meetings, including with International Association of Insurance Supervisors and G20 Presidency;
- Organises the policy monitoring process for the GFIA in collaboration with other relevant departments, with the goal of successfully building of policy positions amongst GFIA members;
- Works collaboratively on a range of different publications (e.g., high-level briefings, newsletters, annual report, etc.), sometimes taking a role as lead drafter, and providing content or editing input;
- Ensures a smooth governance of GFIA and organization of a range of statutory meetings (e.g. general assembly, executive committee), preparing background documentation reflecting GFIA's priorities and stakeholders' concerns;
- Provides day-to-day information-sharing and services to GFIA members (e.g. is a point of contact);
- Reports directly to the Head of Prudential Regulation and International affairs and coordinates closely with the Director, Economics and Finance;

#### **Profile**

- University degree or equivalent in communications/public affairs, international relations/politics or any other relevant field;
- 1 to 4 years work experience (experience within an international/multicultural environment is advantageous);
- Excellent organisational skills and ability to work under pressure;
- Strong interpersonal skills and political sensitivity;
- Very good analytical skills and proven ability to synthesise feedback;
- High-quality communication skills and drafting skills.
- Ability to work collaboratively and strategically with a range of external stakeholders;
- Ability to work in different teams on a number of concurrent projects;



**Offer**

Challenging position in an international and professional organisation, with Brussels as operating base. Competitive salary package, with excellent benefits. Permanent position, full-time.

**Contact**

Please address application letters and curriculum vitae to Insurance Europe, Rue du Champ de Mars 23, B-1050 Brussels for the attention of Koen Ameye (e-mail: [hr@insuranceeurope.eu](mailto:hr@insuranceeurope.eu)).