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WORLD VETERINARY ASSOCIATION (AISBL)

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The [World Veterinary Association \(WVA\)](#) is the global voice of the veterinary profession. WVA unites and represents the veterinary profession around the World.

POSITION TITLE: Assistant

DUTIES/JOB DESCRIPTION: the Assistant shall support the WVA staff with the following tasks:

- Implementation of WVA projects and action plans.
- Preparation of WVA meetings, and global conferences.
- Preparations of position papers and news articles.
- Management of WVA's databases.
- Management of WVA's Website and Social media.

TYPE OF CONTRACT: Part-time, long-term contract (20 hours per week).

LOCATION: WVA Office - Avenue de Tervueren 12, Brussels, Belgium.

REQUIREMENTS: The candidate shall have:

- EU Work permit
- A university qualification (a degree in Veterinary Medicine or in Communications would be an advantage)
- A very high standard of spoken and written English (French and Spanish language skills would be an advantage);
- Strong communication skills, with a good knowledge of digital communications;
- Computer literate in all main Microsoft Office applications;
- A knowledge of, and experience with, social media platforms.

STARTING PERIOD: 1st April 2020

HOW TO APPLY: Candidate's CV and a short motivation letter shall be sent to the WVA secretariat at wva_assistant@worldvet.org by 2nd March 2020.