Erasmus Placement Offer Form

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| **EMPLOYER INFORMATION** |
| Name of organization | BUREAU DU SECRETAIRE GENERAL DES ECOLES EUROPEENNES |
| Address |  Rue Joseph II, 30  |
| Postal Code |  1049 |
| City |  BRUSSELS |
| Country |  BELGIUM |
| Telephone |  02/298.62.77 |
| Fax |  02/298.63.20 |
| E-mail |   |
| Website |  www.eursc.eu |
| Number of employees |  48 |
| Year of foundation | 1957 |
| Contact person | Mr Andreas Beckmann / Mr Miguel Montarelo |
| Department / Function | Head of Human Resources Unit / Head of ICT Unit |
| Direct telephone number | Mr Beckmann – 02/298.62.77 Mr Montarelo – 02/295.04.75 |
| Direct mobile |  Mr Beckmann - 0498/98.39.39 Mr Montarelo – 0473/95.95.48 |
| Direct e-mail address |  [andreas.beckmann@eursc.org](andreas.beckmann%40eursc.org) miguel.montarelo@eursc.org |
| Short Description of the Company |  Management of the European Schools system |
| Other |   |

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| **PLACEMENT INFORMATION** |
| Department / Function |      ICT |
| Description of activities | - Participate in development projects in different phases (development in .NET, testing, installing, user support....).* Learn and help on reporting tools (as SQL Reporting Services).
* Learn and work with SQL data bases.

Training will be provided to learn, improve or reinforce the skills of the candidate. |
| Duration |      4 months (and up to 12 months). |
| Working hours / Weekly hours | 7 h30/per day; 162 h/per month |
| City | Brussels |
| Help with finding Accommodation | [ ]  Yes X No |
| Financial Contribution | x[ ]  Yes : 500,-- € per month [ ]  No |
| Other |   |

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| **REQUIREMENTS**  |
| Oral and written language skills | x English (level: B2 )[ ]  German (level:      )X Other (level: B2) FRENCH |
| Computer skills |  Good developing knowledge (better in .NET) |
| Drivers license | [ ]  Yes[ ]  No |
| Other |       |