

## PROSAFE is looking for a Senior Event Organiser

PROSAFE is seeking to recruit an experienced and dedicated **Senior Event Organiser** for a full-time position (38h/w), starting as soon as possible.

### Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from countries throughout Europe. The main goal is to contribute to cooperation of Market Surveillance Authorities by organising Joint Actions and by developing and promoting best practices. As from 2006, PROSAFE has coordinated 24 Joint Actions between various market surveillance organizations within the EEA (*European Economic Area*). In total 49 products and product related issues were involved.

In September 2017, PROSAFE started two new projects JA2016 and EEPLIANT2, which are (co-)financed by the European Union. Next to the development items, the following products are tackled by:

- **JA2016:**

*Toys nr. 5 (Electrical toys), Childcare articles nr. 6 (Baby carriers & Cots), Handheld Power Tools nr.3 (Impact Drills), Electrical Appliances nr.2 (Haircare products) and PPE (Climbing equipment).*

- **EEPLIANT2:**

Domestic refrigeration, Network standby, Professional refrigeration.

Other ongoing projects are:

### JA2015

*(Toys nr. 4 - chemical aspects), Childcare articles nr. 5 (Soothers and soother holders), Handheld Power Tools nr.2 (Circular saws), Playground, Electrical Appliances nr. 1 (Toasters and blenders) and*

**MSTyr15:** energy efficiency and safety of tyres.

More information can be found on PROSAFE's website at [www.prosafe.org](http://www.prosafe.org) and [www.eepliant.eu](http://www.eepliant.eu) and [www.mstyr15.eu](http://www.mstyr15.eu).

The Senior Event Organiser will carry out the tasks listed below:

- Assisting the Project Manager in all issues related to the organisation of meetings;
- Liaising with the project experts to analyze the meeting needs and agenda and produce detailed proposals for events;
- Managing all pre-event planning, e.g. organising guest speakers and delegate packs, sending invitations, distribution of agendas, booking of premises, catering etc.;
- Coordinating with suppliers and other partners and handle queries;
- Managing all logistical and administrative aspects in the organisation of meetings and troubleshoot on the day of the event to ensure that all runs smoothly and to budget;
- Managing the organisation of travel and accommodation arrangements;
- Liaising with the communication team to publicise and promote the events;
- Produce post-event evaluation to inform future events;

### Profile:

- Bachelor degree in a relevant field, such as events management, marketing, business management, hospitality, PR, tourism, etc.;
- **At least 5 years' professional experience** in the organisation of both medium and large sized international events, including the coordination of logistical and administrative related tasks: organisation of travel

and accommodation, arrangements related to the venue, catering, distribution of agendas and minutes, etc.;

- Proven experience working in an international context and liaising with stakeholders from different EU countries;
- Experience in EU-funded projects highly desirable (such as Horizon 2020);
- Excellent command of MS Office package;
- Experience in working in an international environment with people from several EU/EFTA Member states and cultures.

#### Personal skills:

- Genuine team-player;
- Positive and outgoing personality;
- Outstanding communication skills;
- Ability to concentrate and deal effectively with assignments;
- Well-organized, efficient and reliable;
- Able to work independently yet coordinated with the work of other colleagues;
- Happy and willing to cooperate in a small team;
- Problem-solver with a can-do mindset;

The candidate should also be eligible to work in Belgium and live in Brussels or be willing to relocate.

#### Language Requirements:

The working language of PROSAFE is English, thus excellent knowledge of English with good drafting skills is mandatory. Knowledge of French and/or Dutch are preferred but not required.

#### Offer

We offer an interesting job in an organisation which brings together European Member State officers, consultants, as well as International stakeholders in a field that is of fundamental importance for the Common European Market.

The contract will be for one year with the possibility of renewal in the event of a successful cooperation.

Suitably qualified individuals are required to submit the following three materials:

1. **Their CV;**
2. **A one-page cover letter in English;**
3. **A half-page portfolio of events you have helped organise, including a brief description of the main activities undertaken.**

no later than **22<sup>nd</sup> May 2018**, midnight, CET to [info@prosafe.org](mailto:info@prosafe.org). Candidates having omitted at least one of the three materials are excluded from the pre-selection.

Only successful candidates will be informed, thank you for your understanding.

Mandatory requirement: please write in the email subject: [Your name - Senior Event Organiser].