

PROSAFE is looking for a Junior Project Officer

PROSAFE is seeking to recruit a young, dynamic, creative and passionate **Junior Project Officer** 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 and www.eepliant.eu and www.mstyr15.eu.

Project tasks:

- Monitor the projects' milestones and deadlines and provide assistance in the preparation and finalization of reports and deliverables;
- Proofread and layout various project reports and project materials;
- Administer projects in the European Commission's H2020 platform for EU-funded grants;
- Provide assistance and administrative support to the PROSAFE and Joint Actions management;
- Provide support in the preparation of project financial reports;
- Under guidance, support the preparation/drafting of proposals in response to tenders issued by the EU Institutions;
- Further develop the PROSAFE E-learning platform for the EU-funded projects (ISpring)

Communications tasks:

- Raise the projects' public profile, creating awareness of their key messages;
- Ensure timely and effective communication of complex messages;
- Define and implement comprehensive and sustained digital and social media strategy campaigns to promote the projects results and activities;
- Create a regular social media publishing schedule;
- Monitor and follow-up on the communication activities of consortium partners;
- Monitor and assess the stakeholders' messages' perception and feedback on social media;

- Draft communications reports, leaflets;
- Plan specific and timely press release and newsletters and draft them;
- Further develop the organisational and project websites and create a content editorial calendar.

Profile:

- Min 3 years' experience in a similar role (mandatory);
- Knowledge of EU energy efficiency and consumer safety policy areas, a definite plus;
- Experience in EU-funded projects highly desirable (such as Horizon 2020);
- Strong oral and written communication skills;
- Excellent command of MS Office package, Joomla!, social media and other communications tools;
- Experience in working in an international environment with people from several EU/EFTA Member states and cultures.

Personal skills:

- Genuine team-player;
- 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;
- Be eligible to work in Belgium, living in Brussels.

Education:

Master degree- equivalent to 4 or 5-year degree study in a field of Communications, European Studies, International Affairs Studies, Political Science, Public Relations or another related field.
Having a legal studies background can be an asset.

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 press release each candidate has made to present one of our latest published Joint Action reports on chemical risk in toys (it is sufficient to consult the executive summary of the report):** http://prosafe.org/images/Documents/JA2015/Reports/PROSAFE_Final_Technical_Report%20-%20TOYS-JA2015%2009.04.2018.pdf

no later than **22nd April 2018**, midnight, CET to 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 - Junior Project Officer”.