

Brussels, 15.12.2021

PROSAFE is looking for a Senior Project IT Tools Officer



**COME WORK
WITH US!**

POSITION OPEN

Senior Project IT Tools Officer



PROSAFE is seeking to recruit a **Senior Project IT Tools Officer** starting as soon as possible.

The offer is for a full-time or part-time employment, to be discussed with the successful candidate. The duration of the employment contract is for one year.

Suitably qualified individuals are required to submit:

1. Their CV in Europass format and
2. A bespoke one-page cover letter in English adapted specifically to our organisation' requirements, where you include your favourite famous quote with a motivation why it is so.

before **14 January 2022 (midnight Brussels time)** to the Executive Director of PROSAFE, Mrs Ioana Sandu at loana@prosafa.org and info@prosafa.org.

Please write in the email subject “<Name of the candidate> - Application Senior Project IT Tools Officer”!

Applications are reviewed on a “first come, first serve” policy and interviews may be organised before the deadline; thus, we welcome swift applications.

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 further enhancing market surveillance in Europe by organising Joint Actions and by developing and promoting best practices or developing tools that support the work of market surveillance officers. The Joint Actions we coordinate are (co)financed by the European Union.

The officer would be employed within the team responsible for the Concerted Action **EEPLIANT3** which focusses on energy efficiency and ecodesign for the following product sectors: **LED lights, ventilation units, air conditioning, tumble driers, space and water heaters**. One of the work packages within this large programme aims to develop a suite of IT tools that can streamline the work of market surveillance more efficient, increase productivity and ready to cope with the challenges of e-commerce and digital supply chain.

One tool that leverages modern technology is a **Web Indexing application** that crawls the web in a methodical manner (e.g., metadata, images, structured data, other linked pages, etc.) to ingest, structure and analyse data relevant to assess compliance of products sold online with the requirements of the Energy Labelling Regulation. In summary, intelligent data gathering is expected to facilitate analysis and

assessment of compliance, which will be an input to the decision-making process of Market Surveillance Authorities (MSAs) (examples of actions are issuing warnings to non-compliant webshops).

More information can be found on PROSAFE's website at www.prosafe.org and www.eepliant.eu and www.mstyr15.eu.



@PROSAFE_ORG and @EEPLIANT

The Senior Project IT Tools Officer responsibilities:

- Define user and technical requirements / specifications to facilitate the selection and outsourcing of targeted application development engagements in the Databases/ AI / Robotics / Web Crawler and Web indexing domains.
- Provide work direction for non-IT experts / MSA staff as required
- Offer support and guidance in the organisation of developers that will build and implement technology solutions
- Provide technical support & advice to MSA experts and other stakeholders as part of the progression of the portfolio of EEPLIANT3 Tools projects.
- Perform system analyses on software programs, applications, and web services.
- Report to Management and obtaining approval for the progress of system development projects.
- Analysing the performance of be-spoke application development projects and monitoring their testing
- Ensuring end-user proficiency with new systems, programs, and applications across the MSA project teams.
- May undertake selective research on new technologies and provide related advice and input to Market Surveillance Authorities representatives, if requested.

Other general project tasks:

- Providing general support to all IT aspects of the Concerted Action;
- Proofreading and editing various project reports and project materials as regards the presentation of the work achieved;
- Monitor and follow-up on the work package activities of consortium partners and of stakeholders;
- Engaging and collaborating with project participants, membership, stakeholders and third parties;
- The ideal candidate will work under the direction of the Executive Director.

Profile

Experience: 5 years' experience working in a consultative / software development / database development capacity. Experience of working in the product-oriented sector or related sectors.

Level of education: Masters' level or the equivalent of 5 years of work experience past university.

The candidate should show commitment to the values, vision and mission of consumer safety NGOs and have interest the market surveillance of Energy Efficiency and Ecodesign and product safety issues.

Language skills: English level compared to a native speaker; excellent writing skills.

Technical Competencies:

- Strong IT Consultant Competencies
- Experience with diverse software and hardware platforms
- Knowledge of database technologies such as Oracle, MySQL, MSSQL, NoSQL
- Knowledge of data analytics tools Knowledge of programming languages like SQL, Java, Python, and .net based languages.
- Ability to read code and support applications, reports and processes

- Broad understanding of a range of project management frameworks (e.g. 6 Sigma, Lean, Agile, Waterfall, etc.)
- Broad knowledge of ICT Procurement Outsourcing would be an asset

Business Competencies:

- Exceptional communication skills toward facilitating the use of new software systems.
- Planning and organisational skills
- Analytical and problem-solving skills
- Knowledge of Digital transformation
- Proven quantitative, analytical, problem-solving, and conceptual thinking skills.
- Excellent client interaction skills, collaborative work style, and strong interpersonal and team skills.
- Ability to identify key issues, analyse data, and make recommendations to address problems.
- Ability to think horizontally and discuss multiple aspects and impacts of issues.
- Project Management & Systems
- Business Analyst skill would be an asset
- Database knowledge & expertise

Job required skills:

- Proven quantitative, analytical, problem-solving, and conceptual thinking skills.
- Excellent client interaction skills, collaborative work style, and strong interpersonal and team skills.
- Ability to identify key issues, analyse data, and make recommendations to address problems.
- Ability to think horizontally and discuss multiple aspects and impacts of issues.
- Project Management & Systems
- Business Analyst skill would be an asset
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Personal skills:

- Entrepreneurial and innovative
- Excellent communicator and listener
- Ability to deliver on time and to deadlines
- Strong analytical and problem-solving skills
- Good organisational skills
- Excellent Presentation and Public Speaking skills

Be eligible to work in Belgium.

Additional Aptitude Requirements:

- Customer service
- Commercial awareness
- Ability to multitask and prioritise
- Ability to think strategically
- A self-starter
- A can-do attitude

Offer

We offer an interesting job with a good remuneration package in a dynamically growing organisation which brings together European market surveillance officers, consultants, as well as international stakeholders in a field that is of fundamental importance for the European Union. The working language is English.

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

Disclaimer

This vacancy is part of the EEPLIANT3 project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 832558. The content of this document represents the views of the author and it is his sole responsibility; it can in no way be taken to reflect the views of the European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Commission or any other body of the European Union, who are not responsible for any use that may be made of the information it contains.