

PROSAFE is looking for a Policy and Project Officer

PROSAFE is seeking to recruit a **Policy and Project Officer** starting as soon as possible. The offer is for a full-time employment based at the PROSAFE Office in Brussels.

We offer a first contract for 6 months, and provided it is successful it shall be renewed into a permanent one.

Indicative starting date: 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 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 implementation of a Joint and Concerted Actions on market surveillance. More information can be found on PROSAFE's website at www.prosafe.org.



[@PROSAFE_ORG](https://twitter.com/PROSAFE_ORG) and [@EEPLIANT](https://twitter.com/EEPLIANT)

The candidate will contribute to the implementation of PROSAFE's portfolio of EU-funded projects, working with a diversified group of stakeholders across Europe. He/she is expected to be involved in administrative, communication, coordination, and technical reporting activities, and also support the design and build-up of new project proposals/tenders.

Main Tasks and Responsibilities:

- Contribute to writing and reviewing project reports, deliverables, memos, factsheets, case studies, etc., in collaboration with senior staff;
- Support with the project management by following and monitoring the implementation of various project tasks;
- Participate in project meetings and conferences as required, and preparing supporting or follow-up materials (such as presentations, minutes and reports) including correspondence with facilitators, participants, and stakeholders, and the implementation of relevant tasks for EU-funded projects and Joint Actions;
- Support the organisation of events, including communication with vendors to book meeting facilities, hotel rooms, and catering ensuring that all costs are within the budget and invoices are received in line with the project requirements;
- Support the organisation of logistics activities including conducting public procurement procedures and liaising with all involved parties to ensure a smooth and timely transport of product samples to laboratories in Europe, this within the project deadlines and budget;
- Perform administrative tasks such as processing of invoices and reimbursement forms ensuring the eligibility of the reported costs including liaison with project partners;

- Keep an inventory of office supplies and make purchase orders including liaison with suppliers;
- Undertake general or ad hoc administrative, financial reporting and project management tasks;
- Proofreading and editing various project reports and project materials;
- Continuous communication and collaboration with project participants, membership, stakeholders and third parties;
- Identify and assess project opportunities (Calls for Proposals/Calls for Tenders) published by the European Commission;
- Provide support in dissemination and communication activities, including social media management, and creation of visual content;
- Support the preparation/drafting of proposals in response to tenders and calls for proposals issued by the EU Institutions, including *ad hoc* research and data collection;
- The ideal candidate will work under the direction of the Executive Director, and thus undertake other project activities as determined during staff meetings;

Your Profile

Experience: minimum 4 years of working experience, ideally in a similar role. Applications with less experience will not be considered for this role.

Level of education:

1. University degree of 3 or 4 years in a relevant field, such as Political Sciences/International Affairs, Sociology, Economics, Business, Environmental Studies, Communication, Sciences and Technology, or other relevant field.
2. Master's Degree in the above-mentioned disciplines.

The candidate should show commitment to the values, vision and mission of consumer safety NGOs and have interest in 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 skills:

- Research skills;
- Data analysis skills;
- Ability to identify problems and propose solutions;
- Capability to evaluate resources and synthesise information;
- Excellent general IT literacy (MS Office);
- Good knowledge of Excel or other statistics tools would be a plus.

Other assets: Ability to switch fast through various topics and familiarity with European Union-funded projects are an asset.

Personal skills:

- A willingness to “pitch in” where required. No job too big or small.

- Ability to handle pressure, and work within tight deadlines;
- Genuine team-player;
- Analytical mind with aptitude in math and ability to present technical information in simple terms;
- Positive and outgoing personality;
- A problem-solver with attention to detail and ability to spot errors;
- Well-organized, efficient and reliable;
- A can-do attitude, backed by speedy and accurate work;
- Assertive not abrasive.

Be eligible to work in Belgium.

Offer

We offer an interesting job 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. Compensation will reflect the level of proven experience and competence and follows the Belgian employment framework (13.92 salaries per 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 November 2023 (midnight Brussels time)** addressed to Mr Gerasimos Makris, Project Officer, at gerasimos@prosafe.org.

Please write in the email subject “<Name of the candidate> - Application Policy and Project Officer”!

Candidates must first pass a written test to be invited to a physical face-to-face interview (online interviews are also possible if the person is located outside Belgium). This will then be followed by a second written test, following which a decision will be made.

Please note that only shortlisted candidates will be contacted. Thank you for your understanding.