

PROSAFE is looking for a Policy and Project Officer

Job Description

Job title:	Policy and Project Officer
Location:	Brussels (the candidate should be eligible to work in Belgium)
Reporting to:	Executive Director
Salary:	Between €47.000 and €52.000 p.a. (depending on experience and seniority)
Contract terms:	Temporary 1 year employment contract (CDD) renewable upon successful completion into a permanent CDI
Contract hours:	5 days per week - 38 hours per week
Work conditions:	Office environment - remote not possible
Start:	As soon as possible

PROSAFE is seeking to recruit a **Policy and Project Officer** to expand our current team. This is a new role to add capacity as we are expanding our operations, and not a replacement of an existing role.

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.

PROSAFE coordinates a series of Joint Actions, which are (co-)financed by the European Union and framework contracts for the European Commission. More information can be found on PROSAFE's website at www.prosafe.org and www.eepliant.eu.



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

Job purpose:

- Contribute to the implementation of PROSAFE's portfolio of EU-funded projects;
- Work with a diversified group of stakeholders across Europe;
- Be involved in administrative, communication, coordination, and technical reporting activities;
- Support the design and build-up of new project proposals/tenders;
- Undertake project management activities to ensure smooth and efficient processes are in place;

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;
- 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;
- Provide back-up and additional assistance to other members of the team and performing any other task related to the area of competence.

Profile:

- 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;
- At least 3 years' experience in a similar role;
- Proven experience working in an international context and liaising with stakeholders from different EU countries;
- Working experience in FP7, H2020, Life, etc.;
- Knowledge of legal requirements involved with contracts and procurements;

Personal skills:

- A positive attitude oriented to finding solutions;
- A can-do attitude, backed by speedy and accurate work;
- 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;
- A problem-solver with attention to detail and ability to spot errors;
- Well-organized, efficient and reliable;
- Assertive not abrasive.

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);

Language: English (excellent knowledge of English with good drafting skills for email communication).

Application Suitably qualified individuals are required to submit the following:

- Their CV;
- A bespoke one-page cover letter in English (general block letters will not be considered), where you include your favourite famous quote with a motivation why it is so. Please also indicate your expected monthly gross salary.
- A brief portfolio of projects in which they worked with a brief description of the project objectives and their precise task.

no later than **10 November 2024**, midnight, CET addressed to Mr Gerasimos Makris, Project Officer, at gerasimos@prosafe.org.

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

Candidates having omitted at least one of the three materials are excluded from the selection.

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

Mandatory requirement: please write in the email subject: [Your name - Policy and Project Officer].