



VACANCY NOTICE

Programme Officer, Sustainability & Services (37.5 hours per week)

ANEC is the European consumer voice in standardisation, defending the collective consumer interest in the processes of (technical) standardisation, conformity assessment, accreditation and market surveillance, as well as related legislation and public policies. It was established in 1995 as an international non-profit association under Belgian law and is open to representation of national consumer organisations in 34 countries. ANEC is funded by the EU and EFTA, with national consumer organisations contributing in kind. Its Secretariat is in Brussels.

Administrative Responsibilities (50%)

- *Dedicated assistance to the Programme Manager, Sustainability & Services and support as needed to the Programme Manager, Traffic & Research*
- *Occasional participation in meetings on behalf of the Programme Manager*
- *Organising meetings (logistics, accommodation, invitations, registrations)*
- *Drafting of minutes and other administrative support to meetings*
- *Drafting/proof-reading of documents*
- *Providing information and support to ANEC members and WG experts*
- *Possible internal IT administration (depending on candidate)*
- *Routine office tasks*

Project Responsibilities (50%)

- *Managing the ANEC Smart Meter & Smart Grid Project Team*
- *Representing the ANEC Smart Meter & Smart Grid Project Team in external meetings or events*
- *Drafting and editing position papers and comments on standards work*
- *Maintaining the network of Project Team leaders and experts, as well briefing the Project Team members*
- *Providing internal briefing to colleagues and contributions to horizontal activities (e.g. report to European Commission; ANEC Annual Review, Newsletter)*
- *Coordinating ANEC activities in standardisation work on energy efficiency and eco-design*



ANEC is supported financially by the European Union & EFTA

EU Transparency Register No. 507800799-30

Raising standards for consumers

Profile

- *A university degree preferred, especially relevant to the position*
- *Interest in consumer protection*
- *Experience in working with volunteers/non-profit organisations preferred*
- *Experience in office management preferred*
- *Strong communication and writing skills*
- *Team-player, flexible and responsible*
- *Results-oriented and accurate*
- *Knowledge of standardisation useful*
- *Usual familiarity with Microsoft Office and similar*
- *Excellent spoken and written English (at least C1); other European languages an asset*
- *Belgian work permit if required*

Duration

The contract will run until December 2018 with renewal possible.

How to apply

Please send a current CV (Europass format or similar), and a letter of motivation, to Stephen RUSSELL, ANEC Secretary-General (stephen.russell(at)anec.eu) no later than **Friday 23 June 2017**. Both documents should be in English.

We regret only short-listed candidates will be contacted.

ANEC reserves the right to appoint a candidate during the vacancy period.

Remuneration

2.300€ gross per month with usual NGO benefits.