



VACANCY NOTICE

ANEC, known informally as 'the European consumer voice in standardisation', is a not-for-profit international association, open to the representation of consumer organisations from 34 European countries.

ANEC promotes and defends the collective European consumer interest in the development of (technical) standards and their use, as well as in the drafting and revision of related European legislation and public policies. The detailed technical work is undertaken by a network of volunteer experts drawn from the countries of the ANEC membership, with the Secretariat (of about 10 people) in Brussels as the hub of the association. The European Commission and EFTA Secretariat are the main sources of ANEC financing through Operating Grant Agreements.

We are recruiting a:

Programme Assistant, Services & Sustainability (with effect from 18 April 2018 or soon after)

The contract is for a part-time position (50% to 60%) until 21 December 2018. The post-holder will support the ANEC Secretariat in the delivery of tasks in the services & sustainability sectors during the temporary absence of the responsible Programme Manager. A possible renewal of the contract is foreseen, depending on the number of external projects in which ANEC will be engaged in 2019.

Coordination responsibilities

- *Coordinating ANEC activities in standardisation work on services.*
- *Monitoring European and international standardisation activities and European policies in the services sector*
- *Representing the ANEC Services WG in external meetings or events*
- *Drafting and editing position papers and comments on standards work*
- *Maintaining the network of the Services WG, as well as briefing members*
- *Providing internal briefing to colleagues and contributions to horizontal activities (e.g. reporting to European Commission; ANEC Annual Review, Newsletter)*
- *Proactive briefing and debriefing of the ANEC Secretary-General*

Administrative Responsibilities

- *Dedicated assistance to Services and Sustainability WGs in support of the ANEC Sustainability & Services Programme Officer*
- *Organising meetings (logistics, accommodation, invitations, registrations)*
- *Drafting of minutes and other administrative support to meetings*
- *Drafting/proof-reading of documents*



ANEC is supported financially by the European Union & EFTA

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Raising standards for consumers

- *Providing information and support to ANEC members and WG experts*
- *Routine office tasks*
- *Support as needed to the Programme Manager, Traffic & Research*

Profile

- *A university degree preferred, especially relevant to the position*
- *Interest in consumer protection*
- *Accurate, results-oriented and able to problem solve*
- *Experience in working with volunteers/non-profit organisations*
- *Experience in office management preferred*
- *Strong communication and writing skills*
- *Team-player, flexible and responsible*
- *Knowledge of standardisation processes useful*
- *Usual familiarity with Microsoft Office and similar*
- *Excellent spoken and written English; other European languages advantageous.*

Duration

The contract will run until 21 December 2018. 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 16 March 2018**. Both documents should be in English.

We regret applications from only short-listed candidates will be acknowledged.

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

Remuneration

2.200€ gross per month (for full-time equivalent) with usual NGO benefits.