



VACANCY NOTICE

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

ANEC promotes 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 & policies, with the aim to improve the protection and welfare of all consumers, regardless of age or ability.

See our video at <https://bit.ly/2YLGWcn> and brochure at <https://bit.ly/2wEM3hk>.

The detailed technical work is undertaken by a network of volunteer experts drawn from countries of the ANEC membership, with the Secretariat (of about 9 people) in Brussels as the hub of the association. The European Commission and EFTA Secretariat are our main sources of financing through Operating Grant Agreements.

We are recruiting:

Two Administrative Assistants (60% to 100% FTE, immediate start available)

The post-holders will provide administrative support to the ANEC Secretariat team.

Indicative tasks (to be allocated collectively or individually):

- *Routine administrative support to ANEC colleagues;*
- *Organising and coordinating meetings of ANEC members and experts, including working group meetings, arranging travel and hotels as needed;*
- *Organising and supporting remote meetings and webinars;*
- *Coordinating the drafting of the ANEC Work Programme submitted with the annual grant application to the EC & EFTA;*
- *Coordinating the drafting of the annual Interim and Final Reports to the EC & EFTA, and similar reports, detailing ANEC's activities and achievements;*
- *Managing the logistics of the ANEC Secretariat, including procurement;*
- *Managing and maintaining databases;*
- *Supporting the drafting and delivery of ANEC publications;*
- *Helping maintain the content of the ANEC website;*
- *Organising external events and similar;*
- *Providing administrative support to ANEC governance bodies, including preparation of meetings and meeting documents;*
- *Usual office activities (receiving visitors, administering functional email address; answering phone calls, dealing with post, e-filing of documents, etc).*



ANEC is supported financially by the European Union & EFTA

EU Transparency Register No. 507800799-30

Raising standards for consumers

Profile

- *At least 5 years of professional experience in a similar role preferred, ideally in a (European or international) NGO environment;*
- *Meticulous approach to detail;*
- *Excellent communications and organisational skills;*
- *A reliable, flexible, discreet and responsible team player;*
- *Excellent knowledge of Microsoft Office;*
- *Preferably knowledge of meetings software, such as GoToMeeting, Adobe Connect, Eventbrite and/or CMS, such as Joomla!*
- *Excellent spoken and written English;*
- *French/Dutch or other European languages advantageous.*

Duration

A contract of indefinite duration is foreseen.

Remuneration

Salary dependent on qualifications and experience. ANEC offers flexible hours and generous NGO benefits.

How to apply

Please send a current CV (Europass format or similar), and letter of motivation, to Stephen RUSSELL, ANEC Secretary-General ([stephen.russell\(at\)anec.eu](mailto:stephen.russell@anec.eu)) no later than **Friday 3 May 2019**. Both documents must be in English.

Please include salary expectations.

Applicants must have the right to work and reside in Belgium.

Notes

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

Those who have applied for positions with ANEC within the past 6 months will be considered automatically and should not reapply. Applications older than 6 months are deleted in line with our implementation of Regulation (EU) 2016/679 on general data protection.

We reserve the right to appoint candidates during the vacancy period.