



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 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 the 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 done by a network of some 200 experts drawn from the countries of the ANEC membership, with the Secretariat in Brussels leading on policy issues and acting as the hub of the association.

The European Commission and EFTA Secretariat are our main sources of financing through Operating Grant Agreements. We work closely with BEUC, the mainstream European consumer organisation, and share the same office accommodation.

We are recruiting:

One Administrative Assistant for maternity cover

(ideally 60% FTE, starting late October 2021 until the end of March 2022)

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

Indicative tasks

- *Routine administrative support to ANEC colleagues, but principally the Senior Programme Manager, Child Safety & Domestic Appliances;*
- *Organising and coordinating meetings and webinars of ANEC members and experts, including ANEC Working Group meetings, but principally the Child Safety Working Group in Q1/2022;*
- *Proofreading and editing meeting reports and similar from the ANEC experts;*
- *Contributing to the drafting of the ANEC Final Activity Report, detailing ANEC's activities and achievements in 2021;*
- *Supporting the drafting and delivery of ANEC publications;*
- *Helping to monitor and answer emails sent to the generic email address;*
- *Maintaining databases;*
- *Providing cover for the ANEC Office Assistant as needed.*



ANEC is supported financially by the European Union & EFTA

EU Transparency Register No. 507800799-30

Raising standards for consumers

COVID-19

The staff of the ANEC Secretariat continues to telework, and all ANEC meetings are hosted remotely. On 4 October, a timetable for the **voluntary** return of colleagues to the office part-time will be introduced, pending a decision of the government on removal of the present restrictions on employers and employees. Nevertheless, we plan to move all of the Secretariat team to hybrid working post-pandemic.

Profile

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

Remuneration

Salary dependent on qualifications and experience. ANEC offers flexible hours and generous NGO benefits (including paid closure between Christmas and New Year).

How to apply

Please send a current CV (Europass format or similar) and a supporting letter to Stephen RUSSELL, ANEC Secretary-General (stephen.russell(at)anec.eu) no later than **Wednesday 13 October 2021**. 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.

Unless told by you not to do so, we shall keep your application on file for 6 months after the vacancy has closed. 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.