



VACANCY NOTICE

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

Junior Programme Manager, Mobility & Resource Efficiency (100% FTE, immediate start)

Main tasks

- to manage the ANEC Traffic & Mobility Working Group (WG) and its Project Team (PT) on Smart Mobility & Sustainable Transport;
- to support the WG and PT experts in the drafting of position papers, proposals, media releases (ideally also contributing from own expertise);
- to support the ANEC Programme Manager, Sustainability & Services, in the areas of Ecodesign and energy-related standardisation, including the implementation of dedicated contracts that fall outside the Operating Grant Agreements;
- to manage the participation of experts in standards development committees and other fora, and aid the drafting of ANEC comments on draft standards etc.
- to represent ANEC in internal and external meetings and events;
- to contribute to ANEC's contractual and reporting obligations.



ANEC is supported financially by the European Union & EFTA

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Raising standards for consumers

Profile

- *At least 3 years of professional experience in a similar role preferred, ideally in a (European or international) NGO environment, academia etc;*
- *A university degree (or equivalent) in environmental science or engineering;*
- *Experience in project management preferred;*
- *A commitment to ANEC's mission and goals;*
- *Ideally, knowledge of technical standardisation and an interest in sustainable consumption;*
- *Strong communication and writing skills;*
- *A reliable and flexible team player who welcomes a high-degree of autonomy nevertheless;*
- *Results-oriented, accurate and able to problem solve;*
- *Usual familiarity with Microsoft Office, Zoom etc;*
- *Fluent spoken and written English; other European languages advantageous.*

Contract

We offer an indefinite (open-ended) contract for the post.

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

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 **Friday 31 December 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.