

JOB DESCRIPTION EFTA FAIR PROCURA OFFICER

Date: January 2006

1. JOB TITLE

EFTA Fair Procura Officer

Reporting to: EFTA manager in Schin op Geul / Maastricht, Netherlands

Location: EFTA office in Brussels

2. JOB DESCRIPTION

The overall task of the EFTA Fair Procura Officer is to manage the Fair-Procura project: "making public authorities and institutional buyers local actors of sustainable development". This project is co-funded by the European Commission (EuropeAid).

Tasks regarding European Commission:

The Officer is in charge of overall project management and implementation (including representation vis-à-vis partners and donors):

- reporting to the European Commission (intermediary reports as well as final report)
- management of the budget and accounts of the project (E 516.548 for three years)
- monitoring of the overall project

Regarding project partners:

The Officer is responsible for the support to the project partners:

- guiding the project partners in fulfilling formalities and obligations towards EC
- supporting the partners in the execution of the project
- organizing meetings of the Fair Procura group: preparation, practical organisation, minutes, follow up

Regarding European Institutions and networks:

The Officer is in charge of all contacts and activities related to the European Institutions:

- updating information on European legislation regarding sustainable and Fair Trade public procurements
- raising awareness on sustainable and Fair Trade public purchasing in EU institutions, such as EP Committees, representatives of DG's, Committees of Regions, which are involved in the debate, as well as the buyers in European Institutions
- representing the project and fair procurement work at European level

- networking with interested European organisations, such as the Council of European Municipalities and Regions, International Council for Local Environmental Initiatives (ICLEI), a Network of Major European Cities (EUROCITIES), the Coalition for Green and Social Procurement, the Fair Trade Advocacy Office, the Network of European World Shops (NEWS!), Fairtrade Labelling Organisation International (FLO), International Association for Fair Trade (IFAT), etc

Regarding events:

The Officer is in charge of events on a European level:

- organising a European conference in terms of practical issues as well as contents
- participation in European level conferences

Regarding materials:

The Officer is responsible for the updating, development, coordination and distribution of materials related to the project:

- background research report on Fair Procurement
- basic campaign materials
- charter for European local and regional authorities for Fair Procurement
- newsletters
- website and database

Management of the office:

- Hiring and supervising interns
- Contracting graphic designers, printing companies and legal and sustainable procurement experts
- Maintaining contacts, such as owner of the building, bank, Belgacom
- Purchasing of office materials
- Administration

Any other relevant tasks which may occur

3. PERSON SPECIFICATION

We are looking for a highly motivated, well-organised person, able to manage own time and work priorities, with fluency in spoken and written English and, preferably, with writing and editing experience. Experience with the execution, coordination, administration and management of EC projects is essential. Knowledge of European Affairs, public (environmental and social) procurement and Fair Trade would be a great asset.

4. TERMS AND CONDITIONS

This is a two year post for four days per week, starting as soon as possible. EFTA will follow the rules and regulations of Belgium.

Further details will be discussed at the time of interview.