

The European Environmental Bureau
is recruiting for a new
Policy Officer on Circular Economy & Product Policy

Mission:

The successful candidate will lead the EEB's work on product policy development and its contribution to the Circular Economy agenda. In terms of European policy, emphasis will be on engaging in the implementation of the Ecodesign Directive and Energy Labelling Regulation, and their links to other product policy instruments, notably Green Public Procurement, Ecolabel and potentially Product Environmental Footprint, with the aim of reducing natural resources use, preventing use of hazardous substances and reinforcing the synergies with Low Carbon Economy. It is also expected to contribute to the broader development of Circular Economy strategy as part of the European platform and to accompany the setting of strategies at national level.

The Policy officer will work as part of the EEB's EU Policy unit, under direct supervision of the EEB Circular economy, Product and Waste policy manager and in close cooperation with other EEB Officers.

Tasks:

- Lead on development of advocacy material and publication and contribute to the formulation of EEB positions on concerned policies;
- Contribute to advocacy activities towards policymakers on legislative matters, notably to the European Commission, European Parliament, the Council of the European Union, and Member States;
- Maintain up-to-date knowledge of the relevant topics, carry out specific in-depth research where required and help promote methodologies/measurement to monitor resources use and reparability in product policy;
- Network with EEB members and organize specific working groups;
- Help develop the campaigns related to Circular economy;
- Collaborate, coordinate and exchange information with actual and potential partners beyond EEB members (e.g. NGOs involved in resources efficiency policy, consumers' organisations, progressive institutions and industry);
- Prepare public presentation and be in a position to defend EEB's positions, including with the media;
- Provide input to general EEB documents and processes (e.g. memoranda to Presidencies, reports to EEB Board, relevant web pages, articles in EEB publications etc);
- Take an active role in the development of the whole EEB organisation.

Skills:

- Be capable of understanding and presenting, in written and oral form, the key scientific, economic and legal dimensions of a topic;
- Have good communications and networking skills; and feel confident to take the floor at public events;
- Be capable to handle scientific and engineering data and understand how they can influence product performances, an experience with handling life cycle based approaches and instruments would be considered an asset;
- Have a sound grasp of the operation of EU institutions and EU environmental law and a good understanding of key elements of EU environmental legislative processes;
- Speak and write English fluently, with fluency in other EU languages being considered an asset;
- Be well organised and able to work independently and as part of a team;

Job organisation:

The Policy Officer will be based at the EEB headquarters in Brussels, will work as part of the EEB Policy team under direct supervision of the EEB Circular economy, Product and Waste policy manager and in close cooperation with other EEB Officers. She/He should be prepared to work outside normal office hours if necessary and be ready to eventually travel at short notice.

The gross monthly salary corresponds to the position of a Policy Officer or a Senior Policy Officer, depending on experiences of candidates. It is between 3000€ and 3500€ plus benefits (holiday bonus, 13th month, pension scheme, luncheon vouchers).

Application process:

Please email your application in English to personnel@eeb.org including a CV, a letter of motivation and your response to the annexed questionnaire. Please clearly mark: "Circular economy & Product Policy Officer" in the subject of your application.

Place: EEB office in Brussels

Deadline for Application: 8 June 2018

Interviews first round: Beginning of July 2018 (most likely on 2&3 of July, please mention if any constraint)

Proposed starting date: As soon as possible

The EEB is an equal-opportunities employer.

Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.