PROJECT COORDINATOR FOR ACTIVITIES FOR EU CANDIDATE AND POTENTIAL CANDIDATE COUNTRIES; ref.: ECHA/SNE/011

JOB DESCRIPTION:

The European Union's enlargement policy includes dedicated measures to foster collaboration of the EU candidate countries and potential candidates with EU agencies. The Commission supports this interaction via the Instrument for Pre-accession Assistance (IPA) to which ECHA contributes in the field of sound management of chemicals by providing capacity building on the EU chemicals legislation. The beneficiaries of ECHA’s IPA activities are Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey.

The Seconded National Expert will work on the following areas:

- Planning and putting into practice ECHA activities (e.g. workshops and study visits) for beneficiaries within the framework of the IPA-programme;
- Providing support to experts and participants taking part in these activities;
- Reporting on the progress of the ECHA IPA project to the European Commission;
- Providing support to the Agency’s International Relations Officer.

REQUIREMENTS:

Education: Successful completion of a full course of university studies attested by a degree in a field relevant for the areas of work - e.g. business administration, international studies, natural sciences or chemical engineering - or other academic background combined with relevant experience of the EU Chemicals legislation, specifically REACH, CLP, BPR or PIC where the total duration of the course is three (3) or more years.

Experience: At least three (3) years of professional experience in the following areas:

- Good understanding of project management (including financial follow up) and organisation of events;
- Understanding of how the EU chemicals legislation requires Member States to work with ECHA;
- Experience in communicating and coordinating activities with authorities in different third countries; and
- Adequate understanding of ECHA’s regulatory processes and knowledge of the beneficiary languages will be considered as assets.