



*Representing all sugar producers in the EU & Switzerland since 1953*

## **Comité Européen des Fabricants de Sucre (CEFS)**

Is recruiting an Assistant-Manager (m/f)

for its **Environmental & Regulatory Department**

### **Issues to be followed**

The candidate will closely assist the manager responsible for Environmental and Regulatory affairs, among other tasks, on the following matters:

- ◆ Environmental affairs (Waste legislation, REACH, Best Available Techniques, Emission Trading etc. at EU and International level).
- ◆ Agricultural aspects of sugar production (e.g. agronomic issues, pesticides' Regulations, GMOs, etc) and CEFS Sugar Statistics.
- ◆ Coordinated action with other stakeholder organisations (e.g. CIAA) and relations with EU authorities (EP, European Commission, etc.)
- ◆ Co-ordination of internal work among CEFS membership: preparation of internal and external meetings, drafting agendas, documents and minutes of meetings, maintaining an interactive communication with the members of the organisation.

### **Education/Qualifications**

Science degree an asset. Alternatively, legal, economy degree or equivalent related to one or several of the issues to be followed. Very Good English drafting skills. Working experience within the EU institutions, agencies, etc an advantage. Working languages English and French. German an asset. Proficient computer use (Windows, Word, Excel, Outlook and Power Point).

### **Skills**

Professionalism. A reflective and rigorous individual, the ideal candidate should be able to handle both technical and political aspects of a dossier. At ease with handling data, she/he is able to understand the broader context and to use newly acquired knowledge in different but related contexts for which the candidate may not have prior training or studies. A problem-solving and forward-looking individual with the desire to progressively acquire new responsibilities. A team-worker with good interpersonal skills and the ability to establish and maintain effective partnerships and working relations in a multi-national environment.

### **Deadline for receiving applications**

Candidates should send their application by **Friday 26 February 2010** at the latest. Only a group of pre-selected candidates will be contacted by e-mail for an interview. Please send your CV and a cover letter specifying your availability to start working for CEFS to: CEFS, Mrs Marie-Christine Ribera, Director General, Avenue de Tervuren 182 – 1150 Brussels, Belgium. You can also send your application via e-mail ([lejeune@cefs.org](mailto:lejeune@cefs.org)).