

VACANCY NOTICE FOR THE POST:

COMMUNICATIONS SECTOR COORDINATOR (SCO) FOR NEEMO EEIG

This vacancy notice announces the post of full-time position of NEEMO EEIG LIFE Communication Team Coordinator. The Communications Sector Coordinator should be based in Brussels, in the premises of the NEEMO EEIG partner AEIDL that hosts the Communications Team.

Tasks and profile:

The sector coordinator shall:

- provide general coordination, planning, monitoring, assessment of performance, assessment of LIFE communications impact and reporting in his/her area of competence (communications);
- increase the visibility of the LIFE Programme using all available media channels;
- participate in events (e.g. LIFE Programme Kick-off meetings) organised by the Contracting Authority and undertake any necessary communication work;
- organise and participate in regular meetings both internal (within NEEMO EEIG, as necessary) and with the Contracting Authority to report on on-going activities/assess operations and impact and elaborate on new ideas to improve LIFE communications and introduce relevant measures. For the communication work specific meetings with the Contracting Authority must be held every 1-2 months and produce minutes of these meetings;
- supervise the quality management system (quality assurance/quality control) and performance of the NEEMO EEIG LIFE Communication Team including the timely delivery of communication outputs falling under his/her responsibility;
- identify risks and propose solutions to problems, bottlenecks, etc.;
- facilitate practical arrangements for any required meeting and mission of the NEEMO EEIG LIFE Communication Team and other monitoring/financial experts as necessary;
- work closely with the NEEMO EEIG General Coordinator and the rest of Sector Coordinators.
- assess performance of colleagues at the NEEMO EEIG LIFE Communication Team and propose measures to develop skills/build communications capacity to NEEMO EEIG experts (i.e., communication, technical experts, etc.). Also assess NEEMO EEIG communication tools and systems and suggest improvements.

He/She must meet the following criteria:

ESSENTIAL

The candidate should have:

- university education attested by a diploma;
- proven professional experience of at least 5 years in communications;

- at least two years of experience in managing groups of experts (5 or more staff members /experts);
- proven experience in project and/or programme management, including financial aspects;
- excellent command of English, and notably very good writing skills, as all reports and written material submitted to the Contracting Authority must be presented in this language;
- strong ability to prepare and make impact presentations in public, using images, graphs, infographics, video, animation, and any other state-of-the-art technology;
- professional experience in working in a multicultural, international and multidisciplinary environment;
- availability to travel abroad (when necessary) some days per month;
- excellent knowledge of standard computer applications (Word, Excel, Access, PowerPoint, Outlook, Internet, etc.)
- excellent organisational and problem solving skills;
- cooperative and supportive team player;
- strong sense of responsibility, commitment and co-operation.

ADVANTAGEOUS

- post-graduate degree in a field relevant to the position (e.g. communication/visual and digital media, etc.);
- good understanding of EU Environmental and Climate Change policy;
- excellent knowledge of social communication tools and techniques, including the ability to formulate strategies;
- a good command of at least one other (than English) EU official language;
- experience of graphic design/publishing IT tools (e.g. Publisher, Adobe CS, etc.) and website content management;
- knowledge and experience of the operation of European institutions.

HOW TO APPLY:

To apply for this position, please send your Europass CV, a cover letter explaining your motivation and how you match the job description, to: Jean Vanweydeveld, Managing Director, dst@aeidl.eu.

Closing date: 29-09-2017.

Incomplete applications will not be considered. Only shortlisted candidates will be contacted after the closing date.

Background:

More information on the LIFE programme: <http://ec.europa.eu/environment/life/index.htm>
 More information on NEEMO: <http://www.neemo.eu/about-neemo.html>

The LIFE programme:

The LIFE programme is the EU's funding instrument for the environment. The general objective of

LIFE is to contribute to the implementation, updating and development of EU environmental and climate policy and legislation by co-financing projects with European added value.

The overall objective of the framework contract is to provide the following services to the Contracting Authority:

1. Assistance and financial and technical support for the monitoring of open LIFE projects (operating and action grants) and new LIFE projects selected under the first 4 calls for action grants, of which the first one is expected to be published in June 2014.
2. Assistance for the evaluation and selection of proposals for traditional and integrated projects
3. Assistance in the overall analyses and reporting of the results (in terms of environmental and economic impacts and policy implications) by individual projects, strand, year, theme, Member State and the whole programme.
4. Assistance and technical support for the communication activities of the LIFE programme.

The NEEMO consortium:

NEEMO EEIG is responsible for the monitoring of LIFE projects (LIFE Action grants) and of NGOs that receive funding from the LIFE programme (LIFE Operational Grants).

Our team also deals with all the communication aspects of the LIFE programme.

NEEMO EEIG is a legal entity that comprises 9 partner companies spread across Europe, enabling the consortium to make the best use of its resources, and to provide expertise combined with local knowledge and the necessary language skills.

The 9 partner companies have a long lasting experience and expertise in the monitoring of LIFE projects and in communicating about the LIFE programme.

The EEIG headquarters is in Freiburg (Germany). The Coordination Team, responsible for the technical coordination of the contract, and the Communications Team are based in Brussels.

In the frame of this contract, we have reinforced our EEIG through a partnership with Ecologic, Ernst & Young and IMC.