



Service Advert *Project Officer*

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 56 members from 36 countries and its working language is English.

The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

The Shipment of Waste Enforcement Actions Project (SWEAP) project is co-funded by the European Commission LIFE fund and co-ordinated by the IMPEL Network. The project runs between September 2018 to June 2023. The overall purpose of the project is to support the circular economy by disrupting the illegal waste trade at the EU level by:

- Increasing skill set amongst inspectors and law enforcement agencies
- Intensifying collaboration nationally and internationally
- Developing innovative tools and techniques
- Creating EU-wide inspection data set
- Providing intelligence products

IMPEL is looking for services to manage and carry out the "Shipment of Waste Enforcement Actions Project" (SWEAP) for which IMPEL is the Coordinating Beneficiary. These Services require diligence and trustworthiness, excellent communication and organisational skills, flawless reputation and reliability. Service providers must be flexible and independent to be able to manage their own workload. Close cooperation with the Project Team, Project Executive, Expert Team Leads and other IMPEL service providers is required.

Service specification

The Service required would span from organisational to administrative support, including some financial management and documentation and, specifically:

- 1) Preparation and support of external audits in compiling project documentation, and structuring project outputs
- 2) Produce timely and accurate financial reports to support the project manager and executive
- 3) Record Management – ensure that all files and documents related to the finances and the reporting of projects are stored in an accurate and orderly manner in coordination with the IMPEL Finance Officer, the IMPEL Project Manager and the internal Secretariat
- 4) Bookkeeping – Carry out bookkeeping activities, preparing invoices to IMPEL's member organisations & liaise with IMPEL's Finance Officer or accountant
- 5) Organising and coordinating meetings, including meeting/ training documentation
- 6) Assistance to draft meeting documents, plan meetings and take result logs

- 7) Write and distribute email, correspondence memos, letters, and forms
- 8) Setting up tele/video conferences with specific demands (e.g. voting)
- 9) Arranging training facilities for project participants once travel restrictions are lifted
- 10) Support basecamp communication for SWEAP, collect and draft project result descriptions and best practice support documentation

Requirements & Skills

- 1) Bachelor or master's degree
- 2) Familiar with the IMPEL Network
- 3) Experience in coordinating services and quality management, enthusiasm for collaborative and open communication with different kinds of stakeholders and counterparts
- 4) Ability to work independently, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 5) Excellent organisational skills & high attention to detail
- 6) Excellent communication and presentation skills, including very good level of English, written and oral
- 7) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, MS Dynamics or comparable)
- 8) Experience in bookkeeping procedures and processes

Desirable

- 1) Experience of internal and/or external audit procedures
- 2) Experiences in EU or comparable project/ budget planning and reporting
- 3) Written and spoken knowledge of additional EU official language(s)
- 4) Experience of working internationally
- 5) Interest in environmental protection and knowledge and experience of the waste shipment regime

Conditions

The offered service contract will initially be commencing as agreed and end on 30 July 2023. Earlier termination of the service contract may be initiated by IMPEL if:

1. the financial contributions foreseen for SWEAP are not paid to IMPEL or
2. the quality and quantity of services rendered is not sufficient.

Adequate warning and consultation will be provided prior to the contract being terminated. The estimated time for this service is 100 working days per year but payment will be made for adequate services described for this contract term with a fixed price per year. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The services should be provided remotely from the applicant's own place of work, liaising with the Board, Expert Team Leads and other service providers as necessary. For more information on the position, please contact: Katie Olley (Katie.Olley@sepa.org.uk)

Please send your proposal for this Service to Jenny van Houten Jenny.van.houten@ilent.nl by Friday 27th November 2020. Shortlisted candidates will be informed by the Tuesday 2nd December. Teleconference interviews with those shortlisted will be conducted in the week commencing 7th December.