
CEI-BOIS IS LOOKING FOR: EU SUSTAINABILITY AND CONSTRUCTION POLICY OFFICER (JUNIOR POSITION)

1. INTRODUCTION

CEI-Bois is looking for a dynamic, passionate and committed new colleague to support the European wood working industries on the EU policies related to sustainability and construction.

The European Confederation of Woodworking Industries (CEI-Bois) represents 22 European and National organisations from 16 countries and is the body backing the interests of the whole industrial European wood sector: more than 180.000 companies generating an annual turnover of 152 billion euros and employing 1 million workers in the EU .

In Brussels, the CEI-Bois team works mainly on EU policy issues and aims at improving the legislative framework for the wood working industries.

2. OVERALL PURPOSE OF THE JOB

The purpose of the job is to assist the CEI-Bois Members in the formulation and delivery of EU policy works linked to sustainability and construction issues, to oversee work on forestry and biodiversity, and to represent CEI-Bois's position at the Brussels Institutions. The new colleague will prepare the works of the CEI-Bois Sustainability and Construction working groups and assist the respective Chair persons.

3. DUTIES

Oversee the formulation and promotion of the CEI-Bois positions under the guidance of the CEI-Bois Sustainability and Construction Working Groups, and support the correlated works and coordinators.

Assist in developing constructive working relationships with key influential bodies, especially the European Commission & European Parliament, and other NGOs, and to win their support for our programmes and policies individually and collectively, including providing briefs and papers for decision-makers;

Participate and represent CEI-Bois at external conferences and seminars when needed;

Contribute as appropriate to any CEI-Bois publications etc.;

4. QUALIFICATIONS DESIRED

Ideally, candidates should have:

- An academic degree in Construction Engineering, Biology or political science, or other relevant discipline;
- Understanding of the EU policies, especially on topics relevant to the purpose of the job;
- Fluent in English. German language is an asset;
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).

5. WHAT WE OFFER

- Duration: Permanent contract according to the Belgium law
- Working hours: full-time
- A stimulating and international working environment

6. HOW TO APPLY

Please submit a full CV and a cover letter (all in English – cover letter no more than 1 word page) setting out your reasons for applying for the post and outlining possible qualifications experience, knowledge and skills that you feel you can bring to the role to the Sustainability and Construction policy officer.

E-mail: info@cei-bois.org

Please include in the email subject: EU SUSTAINABILITY AND CONSTRUCTION POLICY OFFICER.

Closing date: at 10th October midnight CET.

7. SHORTLISTING AND INTERVIEWS

Shortlisting is based on CV and cover letter. Successful candidates will be asked to attend face to face interviews (in respect of the COVID restrictions). A possibility of remote interview may be offered to candidates from abroad. Please note that due to the large number of expected applications only successful candidates will be contacted.