



Brussels, 6<sup>th</sup> January 2015

**PROSAFE Vacancy**  
**Project Assistant Traineeship**  
Brussels, Belgium

PROSAFE is seeking to recruit an intern for a six months period starting as soon as possible. The offer of employment is for a full-time traineeship.

### Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officials from various EU Member States. The main aim is to contribute to the safety and compliance of products and services by creating cooperation of market surveillance authorities. PROSAFE develops and coordinates Joint Actions and promotes best practices in market surveillance.

Examples of 29 products included in our Joint Actions are: Toys, Helmets, Lighters, Baby Walkers, Sunbeds, Child Appealing Designs, CO and smoke detectors, Nanotechnology, Child Care articles, Cords and drawstrings, Battery Chargers. In 2015 we intend to start also joint actions for professional products and energy labelling.

PROSAFE Office is the front office for all the activities undertaken. It deals with all administrative, project management and financial tasks and supports the Board of PROSAFE, under the supervision of the Executive Director. The European Commission has financially (co-)funded all activities of PROSAFE.

More information can be found on PROSAFE's website at <http://www.prosafe.org/>.

### Tasks

- Providing general support to all aspects of Joint Actions;
- Providing support with administrative duties and organisation of meetings;
- Collecting and inputting data in the organisations' Document Management System;
- Disseminating project information;
- Responding to queries from project participants, membership, stakeholders and third parties
- The ideal candidate will work under the direction of the Project Officer.

### Profile

Experience: Minimum one year of office work;

Level of education: University degree in a social-economic discipline, such as administration, finance, business, political/social science, international relations, communication,.

Language skills: proven proficiency in written and spoken English is mandatory; good working knowledge of French and/or Dutch is an asset.

Good computer literacy, in particular excellent command of Excel, Word and PowerPoint. ICT knowledge and good command of Photoshop and/or other editing programmes is an asset.

Knowledge/experience/interest in issues relevant for the non-food product and market surveillance area.

Personal skills: affinity for administrative tasks, ability to concentrate and deal effectively with assignments, well-organised, efficiency, reliability, accuracy, coping well with stress, happy and willing to cooperate in a small team.

Be eligible to work in Belgium.

### Offer

We offer an interesting job in a dynamically growing organisation which brings together European market surveillance officers, consultants, as well as International stakeholders in a field that is of fundamental importance for the European Union. The working language is English.

The internship will be remunerated with €850 per month and includes the possibility of longer employment in the event of a successful trial period.

Suitably qualified individuals are required to submit their CV and a motivated one page cover letter in English before 20<sup>th</sup> January 2015 to [info@prosafe.org](mailto:info@prosafe.org). Please write in the email subject "<Name of the candidate> - Application Internship".