



Vacancy

IFOAM EU Policy Officer for GMOs,
patents and seeds

Vacancy: Policy Officer in the field of GMOs, patents and seeds

Job title: Policy Officer

Reports to: IFOAM EU Policy Manager

Job purpose: To efficiently and professionally coordinate the IFOAM EU project regards the ability of the food and feed sector to supply GMO (including and New Genetic Engineering Technologies) free food and feed, including organisation of events, campaigning, advocacy and assistance in other policy tasks.

Key tasks:

1. Coordination of an IFOAM EU policy project in the field of GMO-free food and farming

- 1.1. Ensure appropriate project implementation by foresighted planning and organisation in cooperation with the policy manager.
- 1.2. Prepare, attend, take minute and follow up project meetings, workshops, roundtables and phone conferences.
- 1.3. Gather information, track and analyse the political and legislative processes related to GMO in food and farming.
- 1.4. Coordinate common positions and produce clear reports and papers.
- 1.5. Implement project reporting and monitoring of activities.
- 1.6. Coordinate advocacy work with IFOAM EU's partners related to GMOs advocacy work.

2. Coordination of IFOAM EU advocacy work related to seeds

- 2.1. Coordinate the work of IFOAM EU seed experts' group: draft position paper, prepare, attend, take minutes and follow up of meetings.
- 2.2. Participate to IFOAM EU LIVESEED project regarding Regulation and Policies framework: coordination of national workshop and draft of national reports, advocacy work including travelling to national Workshops in Europe.

3. Communication and external relations

- 3.1 Organise and/or participate in public events with relevance for the policy topics.
- 3.2 Present the IFOAM EU position in speeches and discussions.
- 3.3 Implement advocacy campaigns towards EU institutions related to GMO, patents and seeds topics as well as assist and advise the policy manager and the director in strategy planning.
- 3.4 Write policy news/articles for internal media such as webpage, newsletter, activity reports, etc. and external media; content management of GMO, patents and seeds related topics on the IFOAM EU webpage.
- 3.5 Conduct surveys on the situation in different EU countries, coordinate and implement the production of project publications, including the relations with sub-contracted authors or service providers.
- 3.6 Build relations and networks with strategic partners and organisations.
- 3.7 Support fundraising activities for successful continuation of the project on GMOs.
- 3.8 Ensure good internal and external communication of project activities and current political developments towards organic sector.

4. Monitoring and advocacy in the field of GMO, patents and seeds

- 4.1 Monitor legislative procedures and other activities of mainly Commission DG SANTE and other EU institutions in the field of food policies and inform the IFOAM EU members about relevant issues.
- 4.2 Coordinate inputs in stakeholder consultations as well as coordinate advocacy activities in food related policies (e.g. food labelling, food hygiene package, food products from cloned animals) if these are identified as a priority by the IFOAM EU board.

What kind of person are we looking for?

Education & Qualifications

- Master's degree or equivalent experience in area such as political sciences, agriculture, environment...

Experience - Essential

- At least 2-3 years' experience in the food and farming sector or in an NGO in the area of food/agriculture/environment and/or EU institutions
- Knowledge about EU institutions and EU legislative processes
- At least 2 years' experience in organisation and coordination
- Basic understanding of food business and GMO legislation in the EU
- Effective communication skills in English including verbal and written skills

Experience – Desirable

- Experience at EU level on policy work or at national level related to GMOs
- Knowledge of other languages is an asset
- Knowledge about/work experience in Non-Governmental-Organisations
- Good verbal and written communication skills in French or German, and other EU languages

Skills & Attributes

- Good organisational/coordinating skills
- Good administration skills
- Good minute writing skills
- Command of common IT applications including Word, Excel, PowerPoint and databases
- Empathy with the aims and objectives of the IFOAM EU Group
- Able to work on own initiative and as part of a multicultural team
- Able to work under pressure and to meet deadlines
- Flexible, able to adapt to new situations
- Willingness to travel within Europe
- Able to develop your work independently
- High attention to detail & good organisational skills

Conditions of employment

- Full time position
- Based at the IFOAM EU office in Brussels
- Monday to Friday, 38 hours/week
- Salary between 33.500,00€ and 38.760,00€ gross yearly (including holidays payment) depending on qualifications and experience
- Extra-Legal Benefit: Health Insurance, Meal Voucher and 100% public transport payment
- Employment period: determined contract (renewable) with a starting date during the summer or early September the latest.

**Closing date for applications:
9th June 2019**

People selected will be invited for an interview at IFOAM EU Office on **June 27th and 28th**. Please save the date in your agenda!

Please complete the application form and submit it (in word or PDF format) with a **short sample (in English)** of written work you have done by email to employment@ifoam-eu.org. Only applications using the form and send to the right email address will be considered.