

## **Job announcement**

### **Scientific and Regulatory Affairs Manager**

PROFEL Europe is the European Association of Fruit and Vegetable Processors, representing more than 500 companies in 11 EU Member States affiliated via national associations. PROFEL members produce frozen and canned vegetables, dehydrated vegetables, frozen and canned fruit, as well as jams, compotes and fruit preserves.

PROFEL monitors European legislative developments relevant to the sector, provides information and support to its members and advises them on all policy aspects likely to affect their business. The focus is on technical dossiers, where the secretariat assures the coordination on joint challenges and projects, encouraging cooperation between the different countries. We also provide expertise and input to legislators and decision-makers in the EU institutions via public consultations and stakeholder platforms.

PROFEL is presently looking for a **Regulatory Affairs Manager with a scientific or technical background in food technology to join the small Brussels team**. The Scientific and Regulatory Affairs Manager will be responsible for coordinating PROFEL's activities related to food science, regulatory affairs and food legislation in the different areas of interest to the fruit and vegetable processing sectors, such as nutrition, labelling, hygiene and microbiological safety, contaminants and plant protection products. The Scientific and Regulatory Affairs manager completes a small team of three, reporting to two senior Managers in a flat structure.

### **Role**

As part of the Brussels team, the SRA Manager monitors policy and regulatory developments on key issues relevant to the sector. He/she cooperates and interacts with member organisations and company experts, takes ownership of his/her dossiers, and works independently on project management. The scientific/technical background or expertise will help to understand the relevance of selected policy and regulatory matters, and shall facilitate technical discussions with members.

### **Responsibilities**

The SRA manager shall manage the horizontal technical committee, assisted by the senior managers. Providing support to the Chairman of this committee, the SRA Manager will keep track of the legislative developments, launch calls for input for data collections or contributions to papers and consultations, and prepare and make recommendations for sector positions. General tasks include:

- Ensuring the smooth functioning of the Technical Committee
- Preparing agendas and presentations for the meetings with support of the senior management and the Chairman of the committee
- Drafting minutes of the meetings
- Drafting background notes on key dossiers
- Drafting position papers on technical and scientific topics and manage the consultation process
- Up-date technical issue trackers
- Monitoring of scientific and technical dossiers and providing sound analysis and timely advice to the senior management and/or members regarding possible impact for the sectors

### **External representation**

- Participating in stakeholder meetings on the topics under your responsibility
- Representation of the association in meetings with relevant European decision-makers

## Cooperation as part of the team

Besides the specific responsibilities for the scientific and technical dossiers, some assistance will also be requested for the overall functioning of the association:

- PROFEL General Assembly: preparation of meetings
- Product group meetings: drafting agendas, writing minutes, preparing slides
- Database management (extranet, outlook, public website)
- Conference call and calendar management etc.

## Profile

- Education at Bachelor or Master level in food technology, food science, agronomy, bioengineering, bioscience, nutrition or similar
- First relevant experience in the food industry, and/or in EU affairs or a European trade association is a definite plus
- Excellent written and spoken command of English
- Basic knowledge of French a plus
- Service-oriented attitude towards members
- Strong interpersonal and intercultural skills
- Strong organisational skills; thorough and with attention to detail
- team player, yet happy to work independently
- Pro-active, responsible, dedicated, enthusiastic and flexible

## Our offer

We offer a friendly and rewarding work atmosphere, interesting content, lots of room for initiative and independence, a nice team, great networking opportunities, the chance to develop true expertise in a future-oriented food sector. In short: exciting challenges in the heart of the Brussels food industry bubble! This is a full-time position with a long-term perspective, which comes with a competitive salary package.

## To apply

You can apply by sending your CV (Europass) and a cover letter to [profel@profel-europe.eu](mailto:profel@profel-europe.eu) before 15 December. Your cover letter (maximum 1 page) should outline your relevant background/expertise and motivation for the position. Please also indicate your earliest starting date, and include the name and contact details of a person who could provide a reference. Shortlisted candidates will be invited for an interview.