



Standardisation & Project Officer

Are you interested in standardisation and in working on European projects with different partners from around Europe? Are you interested in helping SMEs to influence the development of standards at the European and International levels? Do you enjoy working in an international environment and having personal contacts with a wide variety of stakeholders from business and European institutions? Are you fluent in English, have a flexible attitude and like to work in an independent way in a small team? Then you may be the new Small Business Standards (SBS) Standardisation and Project Officer we are looking for to join our small team in Brussels!

Main tasks and responsibilities:

- Assist in the management and oversee the contribution of SBS to European projects related to standardisation (e.g., Horizon Europe projects) including coordination of input to be provided, follow-up of deadlines, reporting, communication and contribution to the drafting of new project proposals.
- Monitoring standardisation activities at the European and International level, mainly in relation to horizontal subjects such as sustainability, social responsibility, or management system standards.
- Monitoring and analysing policy developments at European level and develop common positions related to those areas.
- Support and management of technical working groups in cooperation with the wide range of stakeholders involved, and with the support of the chairpersons of each group.
- Contributing to the organisation of meetings, conferences and workshops, providing logistical support and drafting agendas, background documents and meeting reports.
- Support the communication activities of SBS towards its members and external stakeholders (e.g., SBS internal newsletter, social media) and contributing to other SBS activities as required.

Qualifications, skills and competences:

- University degree in economics, law, European studies, political science, international relations or relevant related fields.
- At least 1 year of relevant professional work experience
- Fluent in English. Additional languages are an asset.
- Project management and coordination skills. Experience with European projects would be an advantage.
- Proven ability to work on different projects at the same time, manage and prioritise tasks and respect tight deadlines.
- Understanding of the European Standardisation system and/or interest in learning about standardisation. Experience working for or as a trainee in a national, European or International Standards Organisation is an advantage.

- Excellent communication and presentation skills (written and verbal) and able of explaining technical issues to a non-expert audience.
- Experience in using social media channels and developing and putting together content for newsletters and other communication materials.
- Team player, confident in contributing ideas and with a hands-on and solutions-driven work attitude.
- Be able to take initiatives and demonstrate pro-activeness.
- Good affinity with MS Office applications and IT in general. Experience with platforms such as MailChimp and web management systems are considered as an advantage.

What we are offering:

- A long-term contract under Belgian law
- In principle this would be a part time position (4/5) that might evolve into a full-time position depending on performance and available resources.
- Additional benefits including group insurance, hospitalisation insurance, meal vouchers and an attractive holiday package.

Flexibility and balance between work and private life are equally important for us. The job is based in Brussels, but SBS has implemented a policy allowing staff to mix office and teleworking.

The successful candidate will be required to start working as of 1st September.

Applications:

Applications should be sent to the attention of Ms Maitane Olabarria, SBS Secretary General, (info@sbs-sme.eu) by 30 July 2022. The application should include a CV and a cover letter of maximum 1 page outlining your suitability for the role. **Please include SBS Standardisation and Project Officer in the subject line.** Applications will be reviewed on an ongoing basis and therefore early applications are encouraged. Please note that only shortlisted candidates will be contacted.

About SBS:

[Small Business Standards](#) (SBS) is the European organisation representing and defending Small and Medium-sized Enterprises (SMEs) in standardisation. Co-financed by the EU and EFTA, SBS advises and supports SMEs and SME organisations across Europe on how best to influence the standardisation process at European and International level.