

SACAR aisbl, a Brussels-based not-for-profit organisation managing several European & international trade associations representing businesses active in the trade of agricultural products, is looking for a

## **PROGRAM OFFICER**

to cover for a maternity -leave (6-months work contract).

### **TASKS & RESPONSIBILITIES:**

The tasks and responsibilities of the Program Officer will be twofold – each area will require a half-time involvement on average, making this position a full-time one:

#### **1. Provide direct support to the operational running of the Floriculture Sustainability Initiative (FSI):**

*The Floriculture Sustainability Initiative (FSI) is a market-driven initiative that brings together members of the international floriculture supply-chain to improve practices and drive positive change towards the sustainable production and trade of flowers and plants. See [www.fsi2020.com](http://www.fsi2020.com) for more details.*

Key areas of responsibilities will be carried out in close cooperation with the FSI Executive Officer and will include:

- Program support & coordination:
  - Coordination of members' projects and working groups, in close cooperation with the FSI Executive Officer and with a specific focus on: follow-up, reporting and documenting progress.
  - Liaising with members and network as needed
  - Support with content research
- Communication to members and network:
  - Maintaining website up-to-date
  - Drafting & issuing newsletters and other communication material
  - Dissemination of information to promote the activities of FSI via press releases, social media and other communication tools
- Operational support:
  - Day-to-day operations and support to the activities of the FSI Executive Officer as required
  - Organisation of meetings, preparation of meeting material and follow-up of action points
  - Any other operational & support tasks as required

#### **2. Provide support to the activities of the other organisations managed and hosted by SACAR:**

Key areas of responsibilities will be carried out in close cooperation with the SACAR Managing Director and in coordination with the SACAR team members for some specific tasks:

- Support with producing and updating information and communication material for members and networks of the various organisations managed and hosted by SACAR
- Support with policy monitoring and reporting, in particular on sustainability issues
- Support with development and coordination of focused projects as required
- Any other communication & other activities as required to support the various organisations

## **REQUIRED PROFILE:**

### **Education and experience:**

- A university degree in a related field
- Familiarity with sustainability issues in the agriculture context and with a business focus is expected
- A good understanding of agri-trade & supply-chain related issues is expected
- A previous work experience with program/project management is highly desirable, ideally within an international business environment
- Advanced IT skills are required, including website maintenance, production of online newsletters and other communication tools; knowledge of the Adobe Creative Suite and most standard CMS (e.g. WordPress) a definite plus

### **Skills & Abilities:**

- Team-player with a positive and a 'can do'/'hands-on' attitude
- Able to work autonomously & with a strong sense of initiative, as well as fit easily into a team
- Excellent written and spoken English is a must; Dutch, French, German and other EU languages an asset
- Excellent interpersonal and communication skills
- Focused on results
- Flexible and able to multi-task and stick to deadlines
- Attention to details, efficiency, strong time- management skills
- Must be comfortable to work in a multi-cultural team and within a small office environment

### **SACAR offers :**

- A 6 months full-time work contract under Belgian law
- Salary according to experience plus an additional package of benefits.
- Expected starting date: mid-February 2018

Suitable candidates should send their application by e-mail to [sacar@sacar.be](mailto:sacar@sacar.be) (Attention: Ms. Sylvie Mamias, SACAR Managing Director) with "Application – Program Manager" as the subject and include as attachments:

- a CV and a short cover letter (in English)
- an indication of the availability to start in the position
- a reference letter and/or contact details of a referee
- an indication of salary expectations, if any

**Deadline for applications: Thursday 1 February 2018 – 12h CET**

**Interviews will be held between 5 and 9 February 2018.**

Only short-listed candidates will be contacted. We will not be able to acknowledge all applications received.