



## **EU Affairs Officer - Sustainability policies - maternity leave cover-**

**The EUROPEAN COCOA ASSOCIATION rapidly seeks a dynamic and experienced EU Affairs Officer for Sustainability policies (to cover for maternity leave, 7 months fixed contract)**

### **Responsibilities:**

1. Coordination of the ECA Sustainability Working Group
  - Monitoring and reporting on regulatory developments linked to sustainability at EU and third country levels
  - Development of joint positions, statements & industry progress updates
  - Stakeholders management, within and outside the cocoa sector
  - Preparation of meetings
2. Information and Communication
  - Drafting ECA newsletter, Fact sheets, and other informational materials on sustainability topics
  - Assisting in organizing and coordinating meetings, conferences, events gathering industry representatives and key supply-chain partners
3. Sustainability
  - Monitoring and reporting on key EU and international developments on cocoa sustainability, deforestation and climate change (with a focus on Sustainable Corporate Governance, EU legislation on deforestation and child labour)
  - Attend relevant meetings and provide ensuing reports and summaries to the ECA Working Groups and the Board
  - Draft joint positions and contributions on the industry's actions on sustainability
  - Engage with other organisations in the cocoa sector and prepare coordinated responses to EU initiatives
  - Monitor progress at cocoa producing countries level, international development agencies and EU authorities on development and sustainability

### Key requirements

- Advanced university degree in a relevant field (e.g. EU Affairs, Political Sciences, Environmental Law)
- Previous experience in EU Regulatory Affairs is a must, with experience in Due Diligence and deforestation as an advantage

- Experience in producing communication materials linked to EU regulatory affairs tailored to different audiences (such as responses to public consultations and position papers)
- Knowledge of the EU Green Deal priorities and development policies
- Excellent written and verbal communication skills in English
- Additional EU languages (e.g. French, Spanish) are an asset
- Ability to plan and prioritise multiple and varied tasks in a small team, and to work independently.

**What we offer:** a friendly working environment, varied responsibilities and topics and a flexible schedule if needed. The candidate will be offered a 7 months temporary position to cover for maternity leave.

**Duration of maternity leave cover:** April - October

**Preferred start date:** 6 April 2021

**How to apply:** Please send your CV and a motivation letter (clearly stating your salary expectations) by **1 March 2021** to [recruitment.eca@outlook.com](mailto:recruitment.eca@outlook.com)