Brussels, 10.03.2022

PROSAFE is looking for a Business Analyst and IT Project Manager

PROSAFE is seeking to recruit a **Business Analyst and IT Project Manager** starting as soon as possible.

The offer is for a full-time or part-time employment, to be discussed with the successful candidate.

Suitably qualified individuals are required to submit:
1. Their CV in Europass format and
2. A bespoke one-page cover letter in English adapted specifically to our organisation' requirements, where you include your favourite famous quote with a motivation why it is so.

before **18 March 2022 (midnight Brussels time)** to the Executive Director of PROSAFE, Mrs Ioana Sandu at Ioana@prosafe.org and info@prosafe.org.

Please write in the email subject "<Name of the candidate> - Application Business Analyst and IT Project Manager"!

Applications are reviewed on a daily basis thus do not wait for the end of the deadline.

About us

PROSAFE is a non-profit professional organisation for market surveillance authorities and officers from throughout the EEA. Its primary objective is to improve the safety of users of products and services in Europe. As a long-standing partner coordinating market surveillance activities, undertaking value research and building capacity, PROSAFE helps accelerate the transformation of market surveillance preparing it for the future. More information can be found on PROSAFE's website at www.prosafe.org and www.eepliant.eu or Twitter @PROSAFE_ORG and @EEPLIANT

The Business Analyst and IT Project Manager responsibilities:

- Managing the Portfolio of IT subprojects in an EU-funded Concerted Action and provide direction and guidance to their development;
- Define user and technical requirements / specifications to facilitate the selection and outsourcing of targeted application development engagements in projects concerning AI / Robotics / Database management solutions / Web scraping applications.
- Manage and select via procurement a team of external developers that will build and implement technology solutions
- Provide technical support & advice to Market Surveillance Authorities experts (non-IT oriented) and other stakeholders as part of the progression of the portfolio of EEPLIANT3 Tools projects.
- Report to Management and obtaining approval for the progress of system development projects.
- Analysing the performance of bespoke application development projects and monitoring their testing

- Ensuring end-user proficiency with new systems, programs, and applications across the Market Surveillance Authorities project teams.
- Undertake selective research on new technologies and provide related advice and input to Market Surveillance Authorities representatives, if requested.

Other general project tasks:
- Providing general support to all IT aspects of the Concerted Action;
- Proofreading and editing various project reports and project materials as regards the presentation of the work achieved;
- Monitor and follow-up on the work package activities of consortium partners and of stakeholders;
- Engaging and collaborating with project participants, membership, stakeholders and third parties;
- The ideal candidate will work under the direction of the Executive Director.

Profile

Experience: 3 years' experience working in a consultative / software development / database development capacity.

Level of education: Masters' level or the equivalent of work experience past university.

The candidate should show commitment to the values, vision and mission of consumer safety NGOs and have interest in the market surveillance of Energy Efficiency and Ecodesign and product safety issues.

Language skills: English level compared to a native speaker; excellent writing skills.

Technical Competencies:
- Experience with diverse software and hardware platforms
- Knowledge of relational/no relational database technologies
- Knowledge of data analytics tools
- Knowledge of programming languages like Java, Python, etc.
- Ability to read code and support applications, reports and processes would be an asset
- Broad understanding of a range of project management frameworks and ability to write good reports on the activity undertaken.
- Broad knowledge of ICT Procurement Outsourcing would be an asset.

Job required skills:
- 3 years' experience working in a consultative / software development / database development capacity
- Business Analyst skills
- Proven quantitative, analytical, problem-solving, and conceptual thinking skills.
- Excellent client interaction skills, collaborative work style, and strong interpersonal and team skills.
- Project Management & Systems

Personal skills:
- Good organisational skills
- Good Presentation and Public Speaking skills
- Ability to multitask and prioritise
- Ability to think strategically
- A self-starter
- A can-do attitude
- Assertive not abrasive.

Be eligible to work in Belgium.

Offer

- A competitive salary package with a stable employment contract (indefinite period contract) within Belgian law;
- An exciting international team, young, dynamic and highly efficient;
- Working in the heart of Europe with governmental institutions from all over the EU and the European Commission;
- A career in a non-profit organisation that works as a trailblazer for EU market surveillance improving thereby the wellbeing of EU consumers;
- The opportunity to be part of the creation of a unique set of IT tools/programmes/platforms that will transform EU market surveillance into a digital force protecting consumers.

Disclaimer