



Vacancy for an **ECR coordinator**

Euro Contrôle Route (ECR) is a growing cooperation between the road transport enforcement organisations of 20 EU member states, which aims improve road safety.

In light of the fact that the cooperation originates from the Benelux countries, the secretariat is hosted currently by the Benelux Secretariat general in Brussels. The organisation is being converted to an EGTC (European grouping of territorial cooperation), which will be soon based in Rijswijk (NL) (at the latest by the end of 2023).

For more information on ECR: www.euro-contrôle-route.eu

To assure temporarily the coordination and administrative support we are looking for:

COORDINATOR

The ECR coordinator's key task will be to coordinate ECR working groups and support the working groups' experts, taking into account the long-term goals and annual workplans. Additionally the ECR coordinator will be responsible for the preparation and follow-up of the contacts with external stakeholders.

Your tasks:

- Pro-actively preparing the agenda and dossier of the planned working group meetings in cooperation with the Executive Committee (ExCo) and working group chairmen
- Preparing contacts and joint operations in cooperation with the ExCo and working group chairmen, including the feedback to the members
- Following, in cooperation with the ExCo, the latest relevant policy developments on the EU level and translating them to action points for the working groups concerned
- Monitoring and maintaining the incoming data of coordinated controls
- Preparing and circulating documents relating to the ECR training activities
- Follow-up of the necessary purchases for the organisation in function of the organisations objectives and activities
- Maintaining and updating the content of the ECR website
- Maintaining the uniformity and style of the ECR working group documents

We are looking for someone with the following profile:

- A bachelor degree
- Interest in cross border cooperation and different cultures
- You have an excellent knowledge of English, both written and spoken, good knowledge of French and/or Dutch. Knowledge of additional languages is a plus.
- You are and open and transparent communicator both within the organisation and externally
- You can work autonomously as well as part of a team
- You have excellent organisational skills and experience with project based work
- You are dynamic and results oriented
- You are prepared to make short trips abroad (within the EU) for work

Our offer:

A one year contract, with a competitive salary (min € 3.108,24 – max € 4.673,63).

Currently the organisation is being converted to an EGTC (European grouping of territorial cooperation), which will be based in Rijswijk (NL). Transition to this organisation might be an opportunity for the coordinator.

The selection procedure:

The selection procedure will have two steps:

1. Pre-selection based on the CV
2. Interview and competence scores

Are you interested?

Send us your application letter and CV as quickly as possible, courtesy of Ms. Mara Bassing, vacature@benelux.int