



European Union Network for the Implementation
and Enforcement of Environmental Law

Recruitment – IMPEL Secretariat manager

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 57 members from 38 countries and its working language is English.

The Network's objective is to create the necessary impetus in Europe to make progress on ensuring a more effective application of European environmental legislation. It promotes the exchange of information and experience, the development and enhancement of environmental regulation and of environmental public authorities and their practitioners. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

IMPEL is seeking a Secretariat Manager to provide organisational and operational Board, Expert team and network support. This position requires full discretion and trustworthiness, excellent communication and organisational skills, circumspection, observance and reliability. The postholder must be flexible and independent to be able to manage their own workload and prioritise competing demands from a multitude of different executives, office holders and other key stakeholders in and outside the network. Coordination of services providers in the Secretariat, as well as regular reporting to the Board is required. The postholder will support the IMPEL Board, General Assembly and Expert Teams with the following activities:

1. Planning and coordination of IMPEL decision bodies' meeting;
2. Elaborating and assembling the meeting documents for Board and General Assembly, including working on agenda, reports, presentations and anything else required for the smooth functioning of the Board and General Assembly meetings;
3. Drafting Grant requests and Grant reports for the European Commission in close cooperation with Board and Expert Team leaders, financial and project management provider;
4. Prepare, document, distribute and follow up on Board decisions and implementation, providing newsletters, updates and information and reporting and managing deadlines;
5. Support the IMPEL Chair and the Vice Chairs to prepare for meetings and fulfil their functions;
6. Liaising and collaborating with the secretariats of other European Compliance Networks,
7. Managing relationships with external suppliers of goods and services that are not directly linked to another set of tasks in the Secretariat;
8. Oversight, coordination and management of administrative services rendered by service providers of IMPEL in support of the competent IMPEL Vice-Chair Administration and Finances (A&F);
9. Any administrative task directly related with the abovementioned activities.



Specifications

Secretariat Manager

Conditions

The position will commence on January the 1st, 2025. Options for part time or full time employment will be available. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The successful applicant will operate remotely from his/her own place of work liaising with the Board, Expert Team Leads and IMPEL service providers.

For more information on the position please contact: Florije Kqiku florijekqiku@impel.eu

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role and email to the abovementioned address by 17:00CET on 23rd December 2024. Shortlisted applicants will be informed shortly after; teleconference interviews with those shortlisted will be conducted on 30th December.

Requirements & Skills

- 1) Master Degree or Bachelor with relevant work experience
- 2) Excellent organisational and reporting skills such as high attention to detail
- 3) Ability to operate effectively both independently and as a part of a team of service providers and IMPEL members, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 4) Ability to keep the overview on a wide range of daily business activities. Ability to prioritise tasks.
- 5) Excellent and demonstrable communication skills, including very good level of English, written and oral
- 6) Building effective working relationships with a diverse range of people
- 7) Experience with EU-Grant Request and reporting requirements (or comparable)
- 8) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.)

Desirable

- 1) Familiarity with the IMPEL Network
- 2) Written and spoken knowledge of additional EU official language(s)
- 3) Experience of working internationally
- 4) Experience of quality control procedures
- 5) Interest in environmental protection