



CEEREAL represents the breakfast cereal and oat milling industries towards the European stakeholders. Established in 1992, CEEREAL currently has nine member associations and fourteen company members and is seeking to recruit a Brussels-based, full-time

Regulatory Affairs Manager
(Maternity Leave Cover)

for a period of one year starting in June 2019, reporting to the Secretary General.

Key Responsibilities

- Monitor EU regulatory developments, in particular on scientific topics related to CEEREAL priority fields of activity, i.e. food safety, health and nutrition
- Agree and define, in close cooperation and coordination with CEEREAL members, the CEEREAL positions in the relevant issues at European level
- Draft position papers for external use
- Manage CEEREAL working groups, incl. organisation of meetings and preparation of briefing documents
- Analyse and report relevant information to CEEREAL members
- Represent CEEREAL in and liaise with other stakeholder organisations, in particular FoodDrinkEurope
- Provide support for CEEREAL's interactions with EU institutions in close cooperation with CEEREAL's Communication Manager

Key Qualifications

- A scientific university degree, ideally related to the aforementioned regulatory issues
- Strong ability to multitask, good analytical and organizational skills
- Solid knowledge of EU institutions and the EU decision-making process. Experience within the EU institutions is an asset
- Self-motivated team player who is also able to work independently and under pressure
- Excellent communication and presentation skills – Strong ability to “translate” complex scientific issues
- Ability to lead discussions and to find compromises – Good interpersonal skills, good capacity to communicate with people from different backgrounds
- Proficient computer skills (at least Word, Excel, PowerPoint and database management).
- Excellent oral and written English is essential. Fluency in other European languages, especially French and/or German, is an asset
- Willingness to travel in Europe

We offer

- Full-time position giving you the opportunity to integrate a small and dynamic team in a membership organisation based in Brussels
- Rewarding and challenging work environment
- Remuneration package according to experience

To apply, please send your **CV** to Mr. Alexander Jess, CEEREAL Secretary General, jess@ceereal.eu, no later than **3 May 2019**. The CV should be accompanied by a **letter of motivation**. To learn more about CEEREAL please see www.ceereal.eu. The working language is English. Only relevant candidates will receive a reply.