

Terms of Reference

position	E OCC representative (=REP)
abbreviation	REP
superior (line manager)	secretary general
general objectives of position	<p>The REP will be working under the secretary general and in very close cooperation with him/her. His/her major task will be to support the secretary general in representation and coordination work. To achieve harmonization between all parties and activities the REP's work will mainly focus on:</p> <ul style="list-style-type: none"> • Efficient coordination and management of the specifically assigned tasks. • Efficient communication between EOCC internally and with related parties. • Timely reaching of milestones and delivery of technical deliverables. • Regular monitoring of the budget and finances. • Fundraising activities.
Description of work: The REP will have to accomplish the following tasks:	
1. Representation of EOCC	<p>EOCC aims to actively design political processes with relevance to their member's activities and to be recognized as a competent institution of professionals and experts in the field of organic inspection and certification. In accordance with the political directions given by the General Assembly and the Board of Directors and under the supervision of the secretary general, the REPs major task will be to represent EOCC as a professional organization towards EU agencies, Governments and other institutions, partners and stakeholders relevant for the sector. EOCCs major policies should actively be communicated to such institutions and good relations should be built up with the respective representatives.</p>
2. Coordination of working groups:	<ul style="list-style-type: none"> • It is intended to assign most of the EOCC activities to working groups, which consists of EOCC members. The REP should focus more on institutional matters; however he will have to coordinate his/her conclusions with the working groups. Specific activities can of course be directly delegated to the REP on a case to case decision. • The REP will compile final reports on the results of all working groups and forward this information to the EOCC members. • The REP assists in the collection and processing of information, including translation if necessary.
3. Communication	<ul style="list-style-type: none"> • The REP will be responsible to closely monitor the overall work progress and management of communication and knowledge transfer between EOCC members, working groups and outside partners. This will comprise organisation of meetings, telephone conferences, work guidelines for reports and other deliverables, communication, annual reporting, etc. • The REP will be a key figure in the internal communication flow between the working groups and the EOCC members. In this context a webpage for internal communication will have to be developed, where all relevant internal documents can be up- and downloaded by the members and which can be used for general information and communication.
4. Financial management	<ul style="list-style-type: none"> • Acquisition of new members. • Acquisition of new fields of activities for EOCC: sales of income-generating expertise etc. • Fundraising.

Expertise required	<p>The person should have the following educational background and experience:</p> <ul style="list-style-type: none"> • Excellent management and communication skills. • Excellent written and spoken English. • Demonstrated leadership qualities, cross-cultural sensitivity, ability to foster teamwork and team spirit, ability to negotiate consensus on approach, strategies/management systems of project objectives. • Representation skills. • Being familiar with the subject of organic agriculture; inspection and certification would be an advantage.
Expected Results	<ul style="list-style-type: none"> • Contribution to the EOCC objective to be a recognized professional organization of EU certifiers to the European Union and its institutions. Possible indicators: number of consultations and/or invitations of EOCC for political discussions, seminars or workshops; increasing number of memberships. • Presentation of ready-made and well documented deliverables (reports, documents, dossiers) about important issues to the EOCC members. Possible indicators: number of deliverables; increasing number of memberships. • Efficient and timely communication between the secretary general, the working groups and the EOCC members. Possible indicators: positive member feedback; active participation of members in such working groups. • Well prepared and documented project meetings. Possible indicators: positive member feedback. • Raising of funds and income-generating services in order to enlarge the activities of EOCC. Possible indicators: fund raising results.
Others	Location of the candidate close to Brussels is an advantage..
Contractual details and time allocation	EOCC offers an annual contract of 30 days of work as a free-lance consultancy. The fee for the assignment is 440 Euros per working day.
Procedure	<p>Please sent your letter + CV to jwk@skal.nl before 02-10-09</p> <p>Selection candidate (interview) before 30-10-09</p> <p>Installation REP: 01-01-2010</p>