



Technical and Scientific Affairs Manager

We are looking for an experienced Technical and Scientific Affairs Manager who will be responsible for coordinating activities related to the science and technology areas of interest to Fruit Juices industry, as well as food legislation fields in cooperation with the senior Regulatory Affairs manager. The Science and technology manager will manage the AIJN Code of Practice, The AIJN Code of Practice was recognized by the European Union as being the relevant International Reference Standard for self-regulation in the fruit juice industry. The AIJN Code of Practice contains the identity and authenticity criteria for 27 different fruit juices and is constantly updated.

We are the European Fruit Juices federation, representing the interests and promoting the image of the European Fruit Juices Industry in all its contacts with EU Institutions and other relevant organisations and stakeholders. AIJN support and lobby European Union Institutions on all aspects of policy and legislation affecting the production, marketing, sales and trade in fruit juices and nectars in the EU. The association defends and promotes juices as nutritious products which are an integral part of a healthy diet, through the Fruit Juice Matters programme. We further encourage and support, through the Juice CSR Platform, juice companies to integrate corporate social responsibility in all stages in their supply chain. In collaboration with the Union of European Juice Control Systems (EJCS), AIJN supports mechanisms and instruments securing safe and authentic goods in order to maintain and increase consumer confidence in the good and healthy image of fruit and vegetable juices and nectars. As an industry association, we inform and advise the fruit juice industry on all aspects of European legislation likely to affect their businesses. AIJN liaises with national, regional and worldwide interests representing the fruit juice industry to foster and achieve overall AIJN objectives.

The Position

You will be part of a team that is supporting and collaborates with our member organisations, monitoring all policy, legal and regulatory developments on key priority issues relevant to the sector. Furthermore, the team provides a peer to peer network to its member organisations as well as to industry experts exchanging best practices and insights on science and technology aspects important to the industry. To do so, you and your colleagues work closely with experts from our Member Organisations, Stakeholders, EU-institutions and with relevant external partners.

Responsibilities:

As a Technical and Scientific Affairs Manager you will oversee a portfolio of dossiers and be supporting to achieving the objectives of the association. Within that portfolio, that evolves over time, you will:

Specific tasks

- a) **Responsibility for the Code of Practice Expert Group and other ad hoc groups**
 - a. Ensure the smooth functioning of the Code of Practice Expert Group:
 - i. Preparing the agendas and presentations for the meetings in liaison with the Chairperson of the Group
 - b. Drafting position papers on selected issues
 - c. Writing minutes of the meetings
 - d. Informing the experts of legislative developments
 - e. Promote the Code of practice as an essential voluntary industry code towards the Fruit Juices industry.
 - f. Act as expert to respond to the science and technical questions from public at large, institutions and industry on Fruit Juices.
- b) **Responsibility for the Technical Committee** in coordination with the Senior Regulatory Affairs Manager
 - a. Ensure the smooth functioning of the Technical Committee:
 - b. Preparing the agendas and presentations for the meetings in liaison with the Chairperson of the Group
 - c. Drafting of background notes on the agenda items related to the COPEG
 - d. Writing minutes of the meetings
 - e. Informing the experts of legislative developments
- c) **Support the Regulatory Affairs Expert Group** (in coordination and guidance of the Senior Regulatory Affairs manager)
 - a. Present, provide insights and draft background notes on those agenda items concerning the COP and the Technical Committee dossier
- d) **Monitoring of developments in EU Agricultural, Trade and Customs policy relevant to the fruit juice sector.**
 - a. Liaise with industry experts to develop AIJN positions which need to be defended at Commission level.
 - b. be responsible for monitoring, providing sound analysis and timely advice to the member organisations and industry experts on European and global legislative, regulatory and policy developments.
 - c. Monitoring of developments in the Codex Alimentarius with relevance to the fruit juice sector: analysis proposals, drafting position papers.
 - d. Follow-up EFSA's call for usage data on food additives, enzymes, contaminants.
- e) **External representation**
 - a. Participation in relevant committees/working groups of the Food Drink Europe, the representation of Food Industries of the EU, the Food ingredients Expert Group, Food Contaminants Expert Group, etc. to represent the industry positions
 - b. Representation of the association in meetings with relevant EU Commission officials
 - c. organise, or contribute to organising, events, publications and other activities related to AIJN work plan; and
 - d. liaise with European Institutions, stakeholder organisations and the wider international community to represent AIJN and advocate for its messages.

- e. Follow up and participation in the EU Commission's Advisory Committee on Fruit and Vegetables.
- f. Participation in relevant committees/working groups of the FoodDrinkEurope
- g. Participation in the IFU's Analytical methods group.

f) Following the EJCS (Union of European Juice Control Systems)

g) Supporting AICV

- a. Drafting position papers on selected technical and scientific issues (additives, enzymes, contaminants, processing aids, food contact materials)
- b. Informing the experts of legislative developments related to technical and scientific issues

General

Assist the team in the achieving the objectives of the Association.

(a) AIJN General Assembly (2 meetings a year)

- a. Preparing the agendas and presentations for the meetings in liaison with the Secretary General
- b. Drafting of background notes on items related to the COPEG submitted for formal adoption and presenting those items during the meetings
- c. Writing minutes of the meetings

(b) Supports the AIJN Website

- a. Management and updating of the Code of Practice pages (public and for members only)

(c) Supports AIJN Copywriting

- a. Newsletter
- b. Twitter/LinkedIn
- c. Circular letters

(d) Support the National Secretaries Committee

- a. Reporting to national secretariats on legislative developments related to technical and scientific issues, as well as relevant COPEG matters
- b. Preparing the agendas and presentations for the meetings in liaison with the Secretary General
- c. Writing meeting minutes in liaison with the Secretary General

Key requirements for the role include:

- Education to preferably Master's level or comparable in bioscience, bioengineering, food technology, food science or comparable;
- Minimum eight years of relevant experience in scientific research environment or production technology job;
- Preferably previous experience working in and/or a solid understanding of:
 - EU policy-making processes,
 - EU public affairs and advocacy work;
- Excellent analytical skills;

- Excellent command of English (native or near-native level) and advanced writing and editing skills in the language;
- Service-oriented mind-set and strong focus on meeting the needs of Member Organisations;
- Proven capacity to deal with stakeholders and broker common positions;
- Strong inter-personal, external networking, negotiation and persuasion skills;
- Strong organisational skills, and the ability to manage time and to work to deadlines;
- Pro-active, flexible and 'hands on' approach to work.

What we offer?

We offer long term contract and a competitive salary. We also provide benefits such as meal vouchers, 13th month, holiday allowance, hospital and group insurance.

How can you apply?

You can apply by sending **your CV and a cover letter** to jessie.verbraekel@aijn.eu Your cover letter (maximum two pages) should outline your **suitability** and **motivation** for the post. It should explicitly reference how your profile matches the different job requirements described above. Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for interview.

The position is open until filled. Applications will be accepted until a qualified candidate is selected, at which time the recruitment will be closed.

Further Information

Please direct any questions to jessie.verbraekel@aijn.eu. More information on AIJN can be found on the website at www.aijn.eu

PROTECTION OF PERSONAL DATA

The personal data (CV, motivation letter, etc.) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our Privacy Policy which is provided on demand.