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ASSOCIATION
OF CITIES
AND REGIONS
FOR RECYCLING
AND SUSTAINABLE
RESOURCE
MANAGEMENT

ASSOCIATION
DES CITÉS
ET RÉGIONS POUR
LE RECYCLAGE
ET LA GESTION
DURABLE
DES RESSOURCES

ASOCIACIÓN
DE CIUDADES
Y REGIONES PARA
EL RECICLAJE
Y LA GESTIÓN
SOSTENIBLE
DE LOS RECURSOS

ACR+ recruits a new Communication and administration officer

18 June 2014

Join ACR+, the Association of Cities and Regions for Recycling and sustainable Resource management!

The Association of Cities and Regions for Recycling and sustainable Resource management (ACR+) is an international network of nearly 100 members with the shared aim of promoting the sustainable consumption of resources and the management of waste through prevention at source, reuse, recycling and, as a last priority, energy recovery.

ACR+ membership mainly consists of local and regional public authorities as well as national networks of local authorities representing more than 1100 municipalities around Europe (EU-28 + candidate countries) and neighbourhood policy countries.

ACR+ endeavours to:

- Develop the expertise of public authorities and encourage practical action in waste/resource management and sustainable consumption
- Anticipate new developments and future challenges facing local and regional authorities
- Promote the creation of partnerships to develop eco-efficient solutions
- Encourage harmonization of concepts, definitions and standards.

The Association of Cities and Regions for Recycling and sustainable Resource management (ACR+) is recruiting its future Communication and administration officer.

Key Tasks and responsibilities include:

- Support in developing a communication strategy and general coordination of the communication activities
- Day-to-day administrative management of the Association in support of and reporting directly to the Secretary General, including :
 - Administrative and financial aspects
 - HR management
 - Logistics and IT
- Support to administrative and financial management of various EU funded projects
- Contribute to the development of the Association in terms of membership and communication
- Responsible for the editing of ACR+ newsletters and for website updates

Qualifications, skills, experience:

- Education: university degree or equivalent with relevant knowledge regarding European affairs and communication
- Minimum 2 years successful relevant professional experience
- Work experience in an international association and/or EU funded projects is an asset



- Language skills: Very good command of English (native level) and French, any additional language is an asset
- Excellent drafting and oral communication skills
- Autonomous, pro-active and organised multi-tasker
- Proficiency in using multimedia tools for meetings, communication and training
- Strong interest for the development of resource efficiency and waste management expertise at the level of local and regional authorities.

Terms and conditions:

- Place of work: ACR+ Brussels secretariat, Brussels, Belgium
- Full time job under permanent contract

Application

The selection procedure includes a screening of CVs, interviews and tests and a final evaluation by the Secretary General of ACR+.

Please send your job application including a letter of motivation, a detailed CV and 2 relevant references to Françoise Bonnet fb@acrplus.org before 8 July 2014.

Due to the large number of applications we receive for each posting, we are unable to provide feedback on all applications. Only successful candidates will be contacted.

FOR MORE INFORMATION ABOUT ACR+: <http://www.acrplus.org/>