



**EU FORUM OF JUDGES FOR THE ENVIRONMENT**  
**UE FORUM DES JUGES POUR L'ENVIRONNEMENT**

## Job offer

### *Network manager*

The **European Union Forum of Judges for the Environment (EUFJE)** was created in 2004.

The objective of the Forum is to contribute to better implementation and enforcement of national, European and international environmental law:

- by contributing to a better knowledge of environmental law among judges,
- by sharing case law, and
- by sharing experience in the area of training of the judiciary in environmental law.

EUFJE is a network of around 150 judges and courts in more than 40 different countries.

The association is registered in Belgium and its legal seat is in Brussels. Its working languages are in English and French.

### **Description of services**

The Network is looking for a network manager to provide secretarial and substantial support:

The supplier will:

- perform general EUFJE administration (prepare correspondence, update membership)
- assist the president and EUFJE members in the organisation of the EUFJE board meetings, General Assembly and the annual conference
- assist the president and EUFJE members in raising funds (prepare grant applications and follow up)
- assist the president and EUFJE members in strengthening the cooperation with partner organisations such as ENPE, IMPEL, EnviCrimeNet, GJIE, EJTN
- help prepare and /or represent EUFJE at meetings and workshops among others in the framework of the EC Action Plan on Environmental Compliance and Governance or of the abovementioned partner organisations
- following up on existing projects (BIOVAL) and developing new projects
- assist the EUFJE president and webmaster in managing and updating the EUFJE website
- help prepare and /or represent EUFJE at other stakeholder's meetings e.g. EJTN, GJIE, OECD



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### **Conditions**

An employment contract in Belgium will be offered. We are seeking for one FTE or 2 part time forces. Pay rates will be based on those of a scientific university employee in Belgium and on personal experience.

The successful applicant will operate remotely from his/her own place of work liaising with the Board. For more information on the position please contact: Luc Lavrysen, [luc.lavrysen@const-court.be](mailto:luc.lavrysen@const-court.be).

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Luc Lavrysen until 31 October 2022.

Shortlisted applicants will be informed by 14 November 2022; teleconference interviews with those shortlisted will be conducted in the same week.

### **Requirements & Skills**

- 1) Experience with or within the judiciary
- 2) Familiar with environmental law or policy, strong interest in environmental protection and enforcement of environmental laws
- 3) Proficiency in MS Office (MS Excel and MS PowerPoint, etc.)
- 4) Excellent self-organization and time management skills and the ability to prioritize work
- 5) Attention to detail and problem-solving skills
- 6) Excellent written and verbal communication skills in English, knowledge of French
- 7) Strong organizational skills with the ability to multi-task
- 8) Building effective working relationships with a diverse range of people
- 9) Ability to operate effectively both independently and as a part of a team, prioritize own workload and manage competing demands to ensure tasks are completed on time and to a high standard

### **Desirable**

- 1) Written and spoken knowledge of additional European languages, in particular French
- 2) Experience of working internationally