**Project Officer Circular Economy Platform Slovakia**

The Embassy of the Netherlands in Bratislava, together with the Slovak Ministry of the Environment, is looking for a Project Officer who will establish the new Circular Economy Platform Slovakia. Do you meet the requirements and would you like to be part of the team? Then we invite you to apply!

We are searching for an enthusiastic, proactive colleague who takes responsibility and is a team player. The position is part-time (20 hours per week) for a period of 8 months from 1 October 2019 to 31 May 2020. The monthly gross salary is EUR 928,= (for 20 hours per week).

The main responsibilities include:

* Assist with the establishment of a new Circular Economy Platform
* Write the vision document of the new platform
* Set up a legal and institutional structure for the platform
* Organize a “initiating conference” of the Circular Economy Coalition in Autumn 2019.
* Develop a fundraising strategy
* Create economic vision and strategy so the platform can organically exist further
* Marketing and promotional activities (e.g. digital platform, magazine for best-practices)
* Secretarial support to the joint taskforce of the stakeholders (convene meetings, write reports, etc)

The main goals of the new Circular Economy Platform will be to enhance co-operation in the field of circular economy among the Slovak business sector and share knowledge and experience on circular economy practices. It also aims to support a network by the creation of a “Circular Economy Business Coalition”, consisting of companies and business associations and to facilitate contacts with government, financial institutions, NGO’s and knowledge institutes. The platform is also meant to assist businesses with the access to (financial) instruments. The aim is to establish the platform by the end of 2019.

Requirements for the position:

* Higher education in economics and/or environmental studies or related fields
* Proven working experience in the field of green economy and affinity with sustainability and climate change topics
* Experience in the organization of economic events
* Good networking capacities in the economic sector, public and private
* Coordination and organization abilities
* Good research and writing abilities
* Strong command of the Slovak and English languages, both spoken and in writing
* Result-oriented and flexible team player
* Able to travel when necessary

The creation of a Circular Economy Platform is an initiative of the Ministry of the Environment, the Embassy of the Netherlands and the Dutch Chamber of Commerce in Slovakia. PwC provides consultancy support. These partners in the project coordinate their efforts in a joint taskforce.

Please send your motivation letter in English together with your English CV, photo and letter(s) of recommendation by email to [btl@minbuza.nl](mailto:btl@minbuza.nl) no later than 19 August 2019. For further information, please contact Ms. Jana Stastna at the Embassy of the Netherlands, phone: +421 2 5710 0309.