



A European Non-Governmental Organisation in official liaison with
European Parliament, European Commission and the Council of Europe

JOB DESCRIPTION

JOB TITLE: Project Officer

ANNUAL SALARY: Depending on experience

CONTRACT: Full time - 1-year contract with possibility of extension

BASED AT: Brussels, Belgium

PURPOSE OF THE JOB:

The Project Officer will work with the Executive Director and Project Manager bringing a strong and structured end-user view on Information and Communication Technologies (ICT) to aiD Project.

MAIN TASKS

In close co-operation with the Executive Director and Project Manager, the Project Officer will:

1. Contribute with expertise on ICT and accessibility aspects of communication services by the deaf or hard of hearing community.
2. Support in dataset creation in national Sign Language, user requirements specification, Key Performance Indicators description and system evaluation and explore, assess state of the art techniques from the areas of Machine learning algorithms.
3. Collaborating in the definition of use-cases, co-design and co-development of the communication services and development of user requirements, analysis of user needs and report.
4. Contribute human-centric testing and generate user involvement for feedback, validation and upgrade, including the exercises and pilots and end-user evaluation studies.
5. Promote gained knowledge to EUD's networks and to their collaborators via training seminars, workshops, conference presentations and forums.

The EUD office is a signing environment and EUD is an equal opportunity employer.

PERSON SPECIFICATION

1. KNOWLEDGE

Essential requirements

- 1.1 Knowledge of accessibility, ICT
- 1.2 Knowledge of sign language
- 1.3 Knowledge of project reporting

Desirable requirements

- 1.5 Basic working knowledge of accessibility in relation to deafness and sign language around the EU and willingness to learn more
- 1.6 Knowledge of Sign Languages technologies
- 1.7 Equal opportunities/human rights approach to sign language and deafness and the ability to implement these values in the work of the post
- 1.8 Knowledge of NGO work

2. SKILLS/ABILITIES

Essential requirements

- 2.1 Ability to process accessibility, ICT related information from a project`s perspective in a user-friendly way
- 2.2 Ability to assimilate and process information on a wide variety of issues and for a wide variety of the members of the Consortium
- 2.3 Ability to communicate clearly and concisely in writing and sign language with groups and individuals
- 2.4 Organising testing events and compile reports
- 2.5 Ability to be imaginative, creative, self-supporting, sense of initiative and a good sense of diplomacy
- 2.6 Ability to use Information and communication techniques
- 2.7 Ability to manage a complex workload and to plan and prioritise
- 2.8 Proof-reading skills
- 2.9 Ability to work in small, multi-cultural busy team

Desirable requirements

- 2.1 Ability to work in International Sign or willingness to learn (from National Sign Language)

3. EXPERIENCE

Essential requirements

- 3.1 The candidate will have at least 1 year experience in (EU) projects

Desirable requirements

- 3.2 Knowledge of accessibility, Sign Languages technologies
- 3.3 Experience of organising events and analyse results

4. SPECIAL CONDITIONS

- 4.1 Possible long-term secondment in Athens, Greece.
- 4.2 Willingness to work in an NGO environment and understand its values

Interested? Write a letter to EUD with C.V. and references. Email to Frankie Picron – frankie.picron@eud.eu with letter and CV attached. If English is not mother or preferred/main tongue, demonstrate clearly English language skills (e.g. list all English courses taken; proof of attendance for a certain period at a college or university in UK, Ireland or USA, or having lived there as exchange student, or any other relevant experience, etc.)

Closing date for receipt of applications is 12noon on 22/08/2022

EUD EQUAL OPPORTUNITIES STATEMENT

The European Union of the Deaf (EUD) is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both the EUD's policy, information functions and its own employment practices.

The EUD recognises that the equal opportunities policy will require regular monitoring and review.

It is committed to opposing direct and indirect discrimination on the grounds of deafness, disability, ethnicity or national origin, colour, race, creed, gender, marital status, domestic circumstances, age, HIV status or sexual orientation or on any other grounds. The EUD recognises there are groups in society who are disadvantaged through discrimination and will work to redress any inequality in its own operations and employment practices.

This policy recognises and incorporates best practice relating to equal opportunities. Nothing in this policy is intended to prevent the EUD from following best professional practice in recruiting the person most suitable for the job.

The EUD requires its employees, interns and volunteers to comply with this policy.

The EUD will take positive action as necessary, as a policy development and information-providing body and an employer, to uphold this policy.

The EUD recognises the need to develop procedures to support the implementation of this policy, for instance a training programme, reasonable accommodation and a system of monitoring. These procedures will be incorporated into this policy as it develops.

Programme of Action / Implementation

The EUD will ensure:

1. that all job descriptions are drawn up in accordance with the equal opportunities policy.
2. that members of selection panels are committed to equal opportunities and that they consider applicants only on the criteria specified in the job description.
3. that no employee receives less favourable treatment than any other.
4. that employees from underrepresented groups are given training and support and reasonable accommodation.