

JOB POSTING

StEP is an independent, multi-stakeholder platform for developing strategies and locally adapted and integrated solutions addressing opportunities and threats of e-waste management in an increasingly digitized world. StEP works in constructive partnerships with all major players from around the world and along the entire life cycle of electrical and electronic equipment in order to bridge gaps between the global North and the global South.

EXECUTIVE DIRECTOR (m/f/d) – part time (20h per week)

Job summary

As Executive Director you are responsible to manage the daily business of the StEP Initiative. You will work on an international level and connect with various stakeholders along the entire value chain of electronic products in order to support the development of sustainable solutions for the e-waste management sector. You will lead the initiative's strategic development and growth.

Your tasks

- Position and develop StEP strategically
- Prepare and coordinate the annual workplan
- Manage the Initiative's funds and ensure financial sustainability
- Facilitate the communication among all members
- Ensure knowledge sharing and information exchange within the Initiative as well as with the public at large
- Represent StEP at international conferences
- Connect with other initiatives working in the same field
- Administer the StEP Initiative, e.g. organize meetings and events, book-keeping

Your professional background and personality

- Intrinsic motivation and ability to work independently
- Experience in managing stakeholder processes
- Passion for international affairs and for working with partners in the global South in particular
- Awareness of protocols of communication
- Excellent oral and written communication skills in English and at least one other major language
- Project management skills
- Very good knowledge of common software programmes (Word, Excel, PowerPoint, video conferencing tools)
- Knowledge about e-waste management in the global South is a plus
- Experience in fund raising and acquisition of members is a plus



What StEP offers

- A versatile job with a high degree of autonomy that allows for personal and professional growth
- Be part of an international network of experts and thought leaders
- Flexible working hours at the location of your choice
- Gradual onboarding process with the current Executive Director

Are you interested in moving the StEP Initiative to the next level and join this international network? Please send your application (CV, motivation letter and remuneration expectations) by 15th February 2022 to info@step-initiative.org