



Position: Product Portfolio Programme Manager

This is a paid, hybrid position (24 hours per week).

Please note:

We can only offer this role to candidates eligible to work in the EU. Candidates must hold an EU work visa/EU Work Permit.

Your role:

As the Product Portfolio Programme Manager, you will be in charge of supervising and managing the activities of the Working Groups – the backbone of the EHEDG products development process – and steer a timely delivery of our guidelines. You will manage teams of volunteers responsible to conduct the EHEDG Guidelines in the broadest sense of the word. Improving the process, the efficiency and time to market.

Within the overall planning framework, you will report to the Chair of the Sub-Committee Product Portfolio and the Operations Director.

Your responsibilities:

- Executing on the overall product portfolio project plan defined by the Sub-Committee Product Portfolio and the Executive Committee;
- Coordinating resources with the support of the EHEDG Head Office (allocation of volunteers in the different Working Groups);
- Setting timelines, milestones and checking teams' progress throughout the process;
- Following up on actions and deliverables within the different Working Groups, in coordination with the Working Group Chairs and EHEDG Head Office;
- Facilitating discussion and knowledge dissemination, and handling project interdependencies across the different clusters;
- Sharing project status and expenditures updates during the monthly online Sub-Committee Product Portfolio meetings;
- Sharing project status updates with the EHEDG Head Office, Foundation Board and Executive Committee;
- Participating in the yearly, face-to-face Working Groups Day;
- Ensuring that all EHEDG Guidelines and related projects are delivered on-time, within scope and within the allocated budget;
- Monitor potential future market developments in hygienic design guidelines and industry standards.



Your qualifications:

- Strong project management skills, which include a 5+ year experience in organising, planning and executing large-scale projects;
- Results-oriented with demonstrated ability to deliver tasks in a timely fashion;
- Experience with managing multiple teams (of volunteers) remotely;
- Experience in working with multi-disciplinary teams;
- Experience in working with diverse and inclusive teams, with people with different cultural backgrounds;
- Background in engineering, food technology/sciences, chemical engineering, food safety, quality management or any other relevant field;
- Willingness and expectation to travel (inside Europe) occasionally;
- Fluent in English;
- Experienced with Office, MS Teams and project management system(s).

What we offer:

- At EHEDG we work with highly motivated and passionate people, and we value open communication and collaboration;
- In this position you will be able to liaise with subject matter specialists across the whole food supply chain;
- You get the opportunity to contribute to fulfil our foundation's vision: be the global leading source of hygienic design and engineering expertise, and enhance food safety and quality across the whole food industry;
- This is an interesting position within a global operating organisation, an international challenging environment;
- An employment agreement for one year, with the option for renewal to an agreement for an indefinite period;
- Salary depending on education and experience, in accordance with Dutch standards;
- A premium free pension of 16%;
- Flexible working hours;
- And being part of a great highly skilled and passionate team, located in Amsterdam-ZO.