

European Federation of National Engineering Associations (FEANI)

Secretary General – Job Description

The European Federation of National Engineering Associations - FEANI is a federation of professional engineers that unites all the national engineering associations from 30 European countries. Thus, FEANI represents the interests of over 3.5 million professional engineers in Europe. FEANI is striving for a single voice for the engineering profession in Europe and wants to affirm and develop the professional identity of engineers.

Due to retirement of the Secretary General, who has filled the position for the past 10 years, the position of Secretary General is open, and FEANI seeks to employ a highly motivated, dynamic and results-driven person.

The position requires the ability to understand complex business and political issues combined with strategic thinking and highly-developed networking, association management and communications skills.

More information about FEANI can be found on www.feani.org.

Tasks of the Secretary General

The Secretary General will be responsible for the day-to-day business accordance with the decisions of the Executive Board and/or the President.

Day-to-day business includes in particular

- The management of the Secretariat in Bruxelles with responsibility for the recruitment and organisation of the staff, consisting of 4 people.
- Strategic networking at high level with European Institutions and other relevant stakeholders.
- Representation of FEANI in day-to-day dealings with the European Commission and authorities in Belgium in accordance with the guidelines specified by the Executive Board and/or the president
- Facilitating the Presidents meeting with decision makers such as Commissioners, high ranking EU-officials and influential MEPs
- Preparation and implementation of decisions by the Executive Board and the President
- Prepare and implement the budget in accordance with the decisions of the General Assembly and the Executive Board.
- Drafting proposals for relevant cross border engineering projects with financial support from external sources
- Preparation of meetings in the General Assembly, the Executive Board following consultation and agreement with the President
- Drafting and implementing a plan to make FEANI more visible in the media following consultation and agreement with the President

A more comprehensive list can be found as additional material:

The requirements of the applicant

As Secretary General we wish to appoint a candidate with above-average motivation and commitment, who is interested in a long-term cooperation. We regard the ability to work in a team, in a confident and convincing manner as well as with negotiating power and diplomatic skills as a prerequisite.

As an applicant you should satisfy the following:

- Proven leadership capacity
- Have a relevant university master degree
- Excellent communication and presentation skills
- Excellent written and spoken English, preferably French (other languages are a plus)
- Good interpersonal skills, flexibility and reliability
- Several years of experience in the area of organization and external relations, and preferably in the representation of interests on an association at national and/or EU/international level;
- Have a deep knowledge of the organisation, procedures, policies, programs, procurement and grants from the European Commission, and of the other EU Institutions like the European Parliament, the Council, the EU Agencies, etc..
- Good contacts to institutions on a European level;
- Be willing to reside in Brussels or surroundings;

Conditions

Location: Brussels, Belgium

Contract: full time, 4-year contract, renewable

Date of assignment: no later than 1st May 2010

Salary: Competitive, according to experience and qualifications

Procedure for applications

Deadline for applications: 1st January 2010 (preferable before)

Send to: president@feani.org

*Fédération Européenne d'Associations Nationales d'Ingénieurs
European Federation of National Engineering Associations
Föderation Europäischer Nationaler Ingenieurverbände*

*Avenue Roger Vandendriessche 18, B-1150 Brussels, Belgium
Tel. +32 2 639 0390, Fax +32-2 639 0399; Web site: <http://www.feani.org>*

Applications should include a CV, a current photograph and a motivation letter (max 2 pages), all on a single pdf file in English.

Additional information about the job can be gained by contacting either the President Mr. Lars Bytoft +45 40 86 46 02 or the Secretary General Mr. Philippe Wauters + 32 2 639 0391

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