

DEFINITION FUNCTIONS EFG EXECUTIVE DIRECTOR

Hierarchical Relationships:

Report to: the EFG Board and subsequently the EFG Council.

Oversees: Project Managers; Project Controller; Administrative staff; In house consultants (4 to 8 FTE)

Minimum Requirements:

1. BSc Management, Engineering or Geosciences or equivalent (or higher);
2. Proven affinity with geology/earth sciences;
3. Minimum working experience of 5 years in international organisations preferably linked to European affairs, geoscience professional activities or consultancy (additional work experience in leadership positions is an advantage);
4. Leadership and self-leadership (self-starter and self-motivating) capable of managing its own work;
5. Ability to communicate (verbal and written) clearly in English (level B2 or higher) and good presentation skills;
6. Ability to adjust to changing situations, while maintain the existing structures;
7. Stationed in or near Brussels and willingness to travel regularly, mainly in Europe;
8. Basic knowledge of French and/or Dutch will be considered as an added value.

Summary of tasks (objectives and scope):

1. Complies with the defined EFG strategies to achieve the objectives, and defines the strategy to achieve these objectives in the short and medium term, including setting targets and reports this to the EFG board;
2. Establishes financial requirements, jointly with the acting responsible board member(s);
3. Supervises EFG office staff, Projects Managers, Project Controller and In-House Consultants, ensuring that the work programmed and executed corresponds effectively to what was agreed with European Commission, partners and other stakeholders;
4. Is committed to the prompt reporting (i.e. annual, periodical etc. reports) for the European Committee and the preparation of other operational documents (i.e. Bylaws, contracts) of the EFG;
5. Is committed to a constant and active communication between EFG and policy-makers, decision-makers and various stakeholders, including the EFG members;
6. Represents the EFG in public.

Responsibilities Management:

1. Systematically evaluates the European political landscape and associated governance structures -and assesses the EFG organisation's situation and its value for its members;
2. Establishes, on an annual basis, overall objectives in line with the EFG's strategy;
3. Translates the strategic actions into clearly defined tasks, means, responsible persons and deadlines- and the management of these tasks over time by establishing quarterly, deliverables;
4. Defines with the Treasurer the forecast operating account for the length of the duration of any projects or as described in EFG regulations;

5. Controls and measures deviations from the project plans and EFG budgets, and subsequently defines/implements corrective measures;
6. Negotiates financial conditions with suppliers and providers (including project partners).

Responsibilities Human Resources:

1. Define recruitment policies considering the present and expected human resources needs of the EFG;
2. Define training policies and personal development goals, considering the professional development of all employees and supervises the implementation of the annual Training Plan;
3. Periodically (at least once a year) evaluates the employees he/she supervises and report this to the EFG board;
4. Strengthens the culture of the organisation, promoting as core values service to stakeholders, responsibility, initiative, continuous improvement, quality and open communication;
5. Recognizes the conditions necessary to achieve high levels of productivity and encourages employees;
6. Supervises the systematic adoption of occupational safety and health measures, supporting the improvement of occupational safety and health;
7. Strengthens collaboration between all employees and team spirit;
8. Define plans for the reception for new employees;
9. Authorizes travels, absences and holidays.

Responsibilities on the development of the EFG:

1. Promotes the development of new services for the EFG members and the EurGeol title holders;
2. Actively engages in the communication with the EFG members, EFG council members, the EU officials and other relevant stake-holders;
3. Identify opportunities to participate in proposals/projects and take initiative in defining new proposal/ projects
4. Define communication objectives and promotion, public relations, advertising and sales policies consistent with the positioning of the EFG;
5. Networking with EFG members, to deepen existing relations and establish new working relationships;
6. Suggests improvements to the EFG strategy to the EFG board.

Responsibilities Quality control:

1. Develops and supports a culture where Quality is a main driver for working at the EFG;
2. Promotes the continuous personal development and improvement of all employees including themselves;
3. Stimulates, supports and develops the current Quality Control system.

Salary

Annual brut salary: 65.000€

Deadline for the application submission:

21st of June 2019

Please send your application to: info.efg@eurogeologists.eu