



**European Movement
Mouvement Européen**

CALL FOR A SECRETARY GENERAL

The European Movement International is seeking a new Secretary General. The person appointed will fill one of the highest positions in the organisation, acting as a key representative, internally with our 41 National Councils and 24 International Associations, and externally with European institutions, foundations and other civil society organisations at their highest level. The Secretary General will be the CEO of the Secretariat in Brussels.

The Statutes of the EMI define our public purpose in the following way: "The European Movement is a network of member organisations who have come together to contribute to the establishment of a united, federal Europe founded on the principles of peace, democracy, liberty, solidarity, and respect for basic human rights. It seeks to provide a structure to encourage and facilitate the active participation of citizens and civil society organisations in the development of a united Europe."

Mission

The Secretary General shall:

- direct the activities of the EMI (events, projects, advocacy) in order to implement the decisions of the Members Council and the Federal Assembly;
- manage the Secretariat with responsibility for the recruitment and organisation of the staff;
- co-ordinate the work of members of the Board between meetings;
- act as a key external representative of the organisation;
- implement the budget in accordance with the decisions of the Federal Assembly and the Board;
- develop the EMI network.

Required qualifications, competences and experience

- Extensive experience in and knowledge of European Affairs;
- Experience in working with voluntary organisations, civil society and EU institutions;
- Experience in financial and project management in the NGO sector;
- Strong ability to work in a team with persons from different cultural backgrounds;
- Proven leadership capacity;
- A good communicator at ease with speaking in public;
- Able to work flexible hours, including week-ends and willing to travel frequently;
- Fluency in English and a high level of competence in French, knowledge of other languages is desirable;
- A high level of familiarity with ITC technologies and new media.

Conditions

Location: Brussels, Belgium

Contract: full time, three-year contract, renewable once

Date of Appointment by Federal Assembly: 20 June 2009

Date of assignment: no later than 1 September 2009

Salary: according to experience and qualifications

Procedure for applications

Deadline for applications: 23 February 2009

Send to: EMI.application@gmail.com

Applications should include a CV ([Europass format](#)), a current photograph and a motivation letter (max 2 pages), all on a single pdf file.

Communication with the EMI Secretariat should be by this means only.
Canvassing will disqualify