

Job description and terms of employment/secondment:

General Secretary of CEEP

I. About CEEP

The European Centre of Employers and Enterprises providing Public Services since 1961
The European association representing

- > Enterprises and employers' organizations with public participation and
- > Enterprises carrying out activities of general economic interest, whatever their legal ownership or status

One of the three General Cross Industry Social Partners recognised by the EU Commission, i.e. represents the public employers in the European Social Dialogue.

CEEP, and its General Secretariat in Brussels, represents the interests of its members before the European institutions.

CEEP sends representatives and observers to a large number of committees and consultative bodies of the European institutions, and through its involvement is kept up to date with developments at European level which are of interest to its members. As a result, it is well informed at all times on the activities and plans of the European institutions, and is in a position to issue opinions and take other steps to ensure that the interests of its members are considered at an early stage.

CEEP works closely with other European industry associations. Although many of our members belong to these sector-specific umbrella organisations, CEEP provides them with an additional powerful lobbying instrument in Brussels by virtue of its role as a Social Partner and the European association representing all enterprises providing Services of General Interest.

CEEP moreover organises congresses, conferences and seminars on subjects of current interest for its members and on topics related to the development of the EU as a whole.

II. Description of Tasks

Management of the General Secretariat in Brussels made of a team of 8 people.

Participation in the European Social Dialogue/Services of General Interest lobbying activities at European level.

Main tasks:

Managing the interests of the members towards EU institutions, other Social Partners and media;

Representing the association in relevant bodies and vis-à-vis stakeholders;

Coordination of the activities of the CEEP-committees;

Maintaining relations with National Sections and supporting the relationships of members between each other;

Networking with other European associations;

Regular and structured information on EU policies to members;

Shaping of public opinion by organising Congresses, Conferences and Seminars

Acquisition of members;

Strategic Coordination of the organisations' business and lobby plan;

Strategic lead on effectiveness and efficiency of CEEP;

Overall Relationship management of CEEP with all partners and external bodies;

Support to the CEEP President;

Communication with membership;

Managing the CEEP General Secretariat.

In addition:

Preparation of contacts between President/Executive Vice-Presidents and stakeholders at the highest political level;

Building and developing a sustainable network with stakeholders in politics and institutions;

Strengthening the role of CEEP as European Social Partner by shaping the further development of the European social dialogue and as SGI main stakeholder;

Defining and further developing the priorities and strategies of the organisation together with the President and the Executive Vice-Presidents;

Supporting the members in their public relations activities.

III. Profile

Formal qualifications, Professional experience:

The position of a General Secretary is at the intersection between public economy and politics. An academic degree or equivalent and a proven track record and leadership experience in a public enterprise, a European association or political field.

Additional requirements:

Networking experience preferably in the field of public economy;
Good knowledge of European structures and legislative processes;

Personal skills:

Excellent communication skills;
Intercultural and integrative skills;
Diplomatic competences;
Service minded;
Analytical skills;
Ability to develop concepts and strategies;
Team orientation;
Persuasive personality and ability to manage conflicts and to initiate change;
Proactive and effective work ethic;
Ability to manage the workload in a stressful environment;
Fluent in written and oral English, good knowledge of one other European language.

IV. Remuneration

The remuneration takes into account the experience of the candidate and corresponds to the importance of the position.

Application letters and CVs should be sent to JH.reck@ceep.eu by 5 March 2012

Only short listed candidates will be contacted.

Please refrain from telephone enquires