

LOOKING FOR: DIRECTOR

Brussels, 11th of June 2019

About EFA

The European Free Alliance (EFA) is composed of forty-seven member parties spread over 18 Member States of the EU and 2 associated members outside the EU. It works in close collaboration with its youth branch, EFAY and with the Coppieters Foundation, its political foundation; as well as with the EFA group in the European Parliament (EP) and the European Alliance (EA) Group in the Committee of the Regions (CoR).

The core value of EFA (as well as of EFAY and Coppieters Foundation) is the right to self-determination of peoples and nations. EFA, EFAY and Coppieters Foundation share offices at Boomkwekerijstraat 1, 1000 Brussels and work in a synergetic way for the defence and promotion of the right to self-determination in Europe and the world.

About the job offer

EFA is seeking to hire a Director for its office in Brussels. The person will be responsible for the daily management of the organisation and the implementation of the political goals and strategies of the Party.

This is a full-time position for five (5) working days per week (38 hours/ week).

EFA offers attractive conditions with a competitive salary and additional packages of fringe benefits in line with seniority and work experience. The contract starts on 2 September 2019.

This call is open to candidates with experience as CEO (Chief executive officer), in party politics' structures and dynamics, with good knowledge of the EU institutions and, specifically, of EUPPs legislative framework. Being acquainted with EFA's political line is a must and the person should also proof relevant skills guiding a team.

A recommendation letter from an EFA member party will be an asset.

Goal of this function

Realizing the mission, vision and strategy of EFA (building a Europe of all peoples) by supporting the stakeholders on political, legal, communication and logistic issues.

In this function, the director is dependent on the mission, vision and strategy, chosen by EFA and/or their members (general assembly). The director is also responsible for facilitating the process of building the mission, vision and strategy by inspiring, informing and advising EFA and/or their members.

Contacts

- a. Stakeholders (members, board, MEP's, ..)
- b. Affiliated organisations (Coppieters Foundation, EFA Youth)

- c. Other European Political parties (EUPPs)
- d. EU Institutions
- e. Linked NGOs: ELEN, UNPO, FUEN, ECMI and others
- f. Suppliers

Areas of responsibilities / Roles

- a. Role as Chief executive management [Leading ambitions by building bridges between strategy and results].
 - Realising the strategy, chosen by EFA members and board, in respect of mission, vision and values
 - Feedforwarding market information and forecasts towards board in order to allow adjusting or setting up new strategy
 - Connecting stakeholders, improving cohesion and pushing to improve [leadership towards stakeholders]
 - Inducing partnerships
 - Preparing and organising the yearly general assembly
- b. Role as Program director [clear strategic decision making and project management]
 - Managing of all projects, related to the translation of strategy into goals and actions
 - Coordination of the project leaders [performance management / change management ...] in a proactive way, working with delegation and reporting
- c. Role as Operational director [implementation of an organisation, providing optimal recurrent services]
 - Managing and coordination of all processes and activities supporting the success of members, board and MEP's
 - Leading and managing the daily activities of the office team
- d. Role as leader [Leading the EFA office and the team]
 - Creating and maintaining a positive work environment in the organisation / team based on transparency and fluent communication putting emphasis on learning & development
- e. Role as knowledge manager
 - Assuring efficient knowledge management [content, tools, access]
 - Inspiring team and stakeholders by providing insights

Skills and competences

- a. Knowledge and technical skills
 - Master level
 - Experience :
 - Finance
 - Politics, European institutions
 - Acquaintance with the European Parliament's financial rules applied to Political Parties at European Level,
 - HR
- b. Management [general, projects, processes]

- Office:
 - Word: proficient
 - Excel: proficient
- Languages
 - English: proficient written and spoken
 - Spanish, French and Flemish are an asset.
- Behavioural competences (related to the function) / attitudes
 - Leading people (empowerment)
 - Strategical thinking and behaviour
 - Positive, open minded and enthusiastic

Context

- International, multilingual
- Travelling
- Political uncertainties

Other

Candidates must be eligible to work and live in Belgium. Non-EU candidates are encouraged to apply and to verify the non-existence of obstacles for their employment, entrance and establishment in Belgium.

Application Instructions

Interested applicants can apply now by sending a motivation letter and a CV in ENGLISH to the EFA Secretariat. A recommendation letter from an EFA member party will be an asset.

Applications can be sent by email (with “read receipt” option or requesting a reply) to info@e-f-a.org and/or by certified post to:

European Free Alliance (EFA) EUPP
Boomkwekerijstraat 1/4
1000 - Brussels. Belgium
[REF: Director position]

Deadline for reception of candidacies: 7 July 2019.

Selection Procedure

The procedure for the election of the candidate will be as follows:

- 10 July a short list of candidates will be done. Short listed candidates will be informed and invited for an interview.
- 15-16 July: interviews to short listed candidates will be held in the EFA office in Brussels (travel costs will be reimbursed).
- 19 July: Decision and communication on the selected candidate. The staff will immediately communicate the decision to the selected candidate. Unsuccessful candidates will also be informed.

- The Director will start working on 2nd September 2019.

EFA employs its staff as an equal opportunity employer.

The European Free Alliance (EFA) will process all the data you will submit in the context of your application for this work position for recruitment purposes only. EFA stores your data in its internal system, [which also stores data in the U.S and is fully compliant with EU data protection laws] and will not share it with anyone else. We would like to keep this data until this open role is filled and in any case for no more than one year. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to our privacy policy. In this policy, you will find information about our compliance with GDPR. You can find send us a request to let you access all data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.

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