



## Vacancy: Secretary-General

### Application Pack

Job Description - Person Specification - Remuneration Package And Benefits



## Job Description

### ROLE and RESPONSIBILITIES

The Secretary General (SG) provides overall leadership and management of the strategy, policy, resources, operations and communications of EPHA. The SG is deeply committed to the organisation's values and mission and drive forward a joint vision for the alliance in line with its objectives. The SG should have a sufficient grasp of all domains to ensure that the team can deliver their objectives in coordination with the EPHA board, members and allies.

#### Leadership

- Directs and supervises the EPHA Secretariat, ensuring that it operates in line with EPHA's strategic and political objectives;
- Leads the development of EPHA's organisational strategy and the design and delivery of EPHA's advocacy and communication strategies, under the guidance of the President and Board;
- Provides political leadership and representation, in cooperation with the Board;
- Leads EPHA's external relationships, including with policy-makers, funders and other stakeholders

#### Policy and research

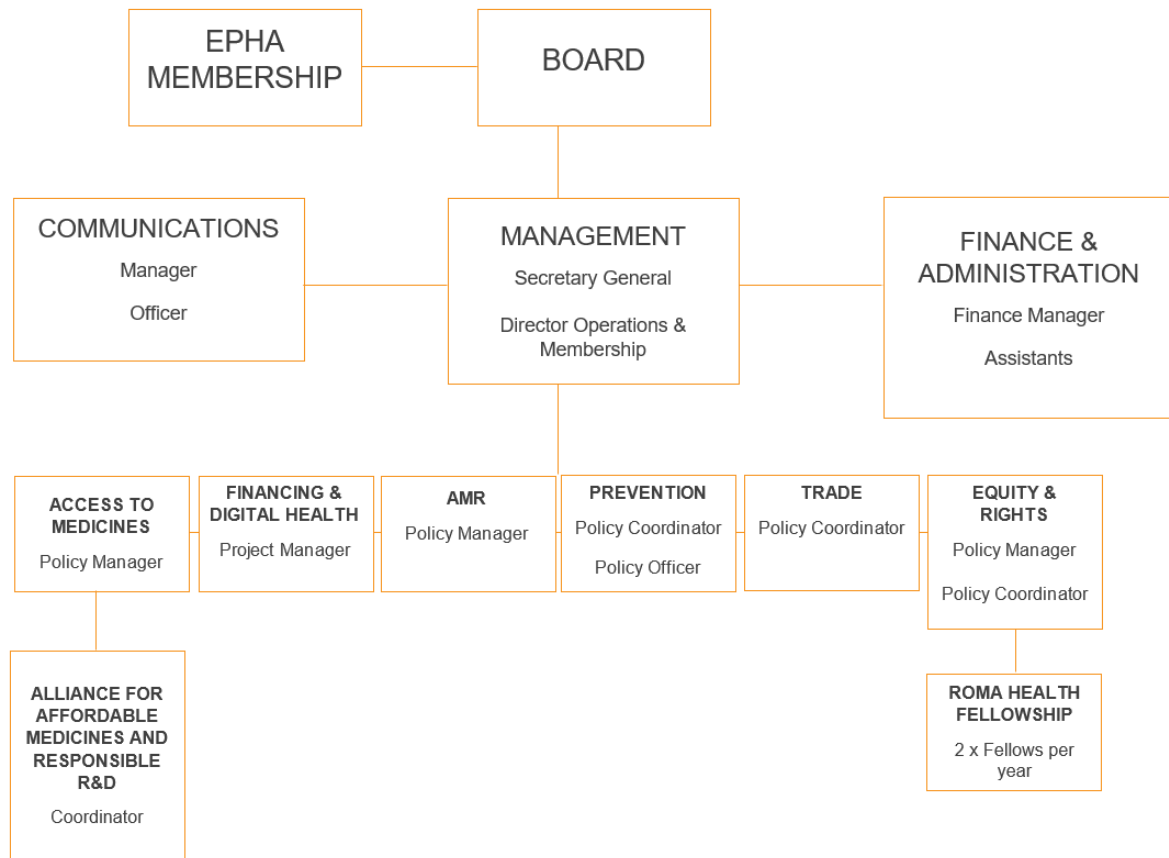
- Supervises the development of EPHA policy positions and advocacy strategies, manages the processes to develop EPHA's strategic, policy and advocacy documents, under the guidance of the President and Board;
- Undertakes policy analysis on certain top-level EPHA policy priorities, including designing and commissioning research;
- Responsible for the external political analysis and scoping for the successful delivery of EPHA's strategy.

#### Management

- Oversees financial management, internal and external communications, recruitment, staff development, reporting to board, members and donors;
- Develops and applies appropriate business tools to ensure impact and sustainability of the organisation;
- Develops and implements internal management policies, including oversight of contracts, grants and other agreements;
- Ensures the successful delivery and project management of EPHA projects



# Organigramme EPHA





PERSON SPECIFICATION: SECRETARY GENERAL

A = application I = interview

	ESSENTIAL	DESIREABLE	TESTING METHOD
Qualifications	University degree in a relevant discipline (public health, medicine, epidemiology, health sciences, economics, politics, social sciences, international development, international relations, etc.)		A
Experience	<p>At least 5 years' demonstrable experience of managing an organisation with a turnover of &lt;€1m</p> <p>At least 5 years' demonstrable experience of team leadership and management (&lt;10 staff)</p> <p>Proven hands-on experience of relevant EU policy-making processes, political environment and advocacy</p> <p>At least 2 years' demonstrable experience of successfully bidding for and managing significant EU or other funds</p> <p>Proven track record in resource development and membership management</p> <p>Demonstrated experience of representation and influencing at a senior level</p>	<p>Preferably in the non-profit sector</p> <p>Preferably including health and/or social policies</p>	<p>A and I</p> <p>A and I</p> <p>A and I</p> <p>A and I</p>
Skills, Abilities and Knowledge	<p>Native-speaker level written and spoken English</p> <p>Strong organisational abilities, especially strategic planning, delegation and project management</p> <p>Excellent communication skills:</p> <ul style="list-style-type: none"> <li>Public speaking skills and media relations</li> <li>Strong written and verbal communication skills</li> <li>Ability to develop and convey EPHA's strategic vision to its staff, Board, network and donors</li> </ul> <p>Excellent motivational skills to encourage staff and stakeholder engagement</p> <p>Excellent organisational skills and attention to detail under pressure</p> <p>Proven, hands-on financial and budget management skills</p> <p>Ability to work autonomously, to multi-task; to work on several projects simultaneously, to work under pressure, prioritising workload according to different timescales</p> <p>Ability to work across organisations with a wide range of stakeholders and colleagues</p>	<p>Knowledge and understanding of public health and relevant policies</p> <p>Fluency in other EU languages</p>	<p>A and I</p> <p>A and I</p> <p>A and I</p> <p>I</p> <p>I</p> <p>A and I</p> <p>A and I</p>
Personal Qualities	<p>The candidate should demonstrate:</p> <p>Initiative; diplomacy; resourcefulness; creativity; responsibility; commitment; leadership</p>		I



	<p>Strong diplomatic skills and networking capabilities</p> <p>Well-developed interpersonal skills in establishing and maintaining effective working relationships, and to manage a variety of international and external contacts with sensitivity</p> <p>A sound knowledge of and experience with international relations, with a special focus on health related issues</p>		
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## Remuneration Package and Benefits

Job Title:	Secretary General
Grade:	SG
Reporting to:	President
Staff accountable to post:	Director of Operations and Membership, Finance manager, Policy managers, Communications manager.
Principle Relationships:	EPHA Board, EPHA Members, European policy-makers, funders.
Salary:	Competitive plus benefits
Benefits:	20 days legal annual leave <sup>1</sup> + 5 days additional annual leave 7 euros per working day in “tickets repas” 100 euros per month representation allowance 150 euros per month home office allowance Hospitalisation insurance (DKV) Pension plan (5% employer contribution) Holiday pay (from 2nd year in Belgium) Contribution to local public transport if commute >5km

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<sup>1</sup> Annual leave entitlement is calculated on basis of working days (in Belgium) from the previous year.