

1 October 2013

JOB SPEC ERFA SECRETARY GENERAL

- To manage the Association on a daily basis
- To further develop the Association both in lobby and membership terms
- To prepare and implement statutory decisions of the President, Board and the General Assembly and to report to them
- To prepare the statutory meetings (Board meetings, General Assembly, Annual Reception, Workshops)
- To manage the Association financially and legally and control the budget in full transparency
- To work on all issues of importance for ERFA (legal, technical, operational, financial, administrative)
- To develop and steer strategic alliances in the best interest of ERFA
- To maintain and develop relations with relevant European media

EXPERIENCE

- Lobby experience on EU level (public sector and industry)
- Knowledge of the European political institutions and their working procedure
- Proven track record with working on a top level on a large variety railway issues (political, technical, operational and financial)
- Knowledge of transport in general and the railway sector in particular
- Understanding of the current issues, trends and initiatives relevant for ERFA (e.g. 4th Railway Package, TSIs, corridors, ERTMS, noise, ...)
- Particular awareness of the issue of competition, liberalization, new entrants
- Proven management experience of associations in legal, financial and administrative terms

PERSONAL SKILLS

- Fluent in spoken and written English, and with working knowledge of French and/or German
- Good writing (concept papers, press releases)
- Analytical skills (political, technical, other)
- Politically sensitive
- Clear capacity to communicate, influence, show authority, organise
- High capacity to conceptualize
- Ability to act consistently and reliably,
- Leadership and consensus building abilities,
- Assertive
- Understanding of several points of view
- Excellent inter-personal skills and self-motivated
- Based in Brussels, with some travelling required.