Vacancy notice

Director – European Citizen Action Service

The European Citizen Action Service (ECAS), a Brussels-based international non-profit organisation, wishes to appoint a Director (the current director retires at the end of 2013).

ECAS, which was created in 1991, is a membership-based organisation, independent of political parties, commercial interests and the EU Institutions. The membership includes organisations active in citizenship, human rights and civil liberties, development, health and social welfare from across Europe. Its mission is to enable NGOs and individuals make their voice heard within the EU.

For further information on ECAS please visit: www.ecas-citizens.eu

The main elements of the ECAS current work programme and the tasks of the current Director are as follows:
• Creation of a physical and virtual Citizens House in Brussels.
• Operating an EU Rights Clinic.
• Managing the Your Europe Advice service under contract to the European Commission.
• Production of an annual Guide to European Funding for the Non-profit Sector.
• Drafting a Citizen's Charter for consideration by the EU and citizens.
• Organisation of seminars, conferences and training programmes.
• Assisting European Citizens’ Initiatives.
• Developing a membership strategy.
• Managing fundraising and undertaking lobbying activities.
• Establishing new forms of partnerships.
• Ensuring good governance and supervising the staff.
• Reporting to the Board of Directors and to the General Assembly.
• Drafting concept notes, position papers and detailed proposals.
• Public-speaking tasks.

The Director works under the supervision of and in close cooperation with the Board of Directors.

Qualifications and experience
• University degree preferably in the field of Political Sciences, International Relations, European Studies, Management or related areas
• At least 7 years of professional experience in managing a (non-profit) organisation (preferably at European level)
• Experience in managing change
• Good knowledge of the European Union, European and international organisations;
• Thorough understanding of the European policy-making and decision-making processes;
• Strategic planning and management abilities, including capacity to administer programmes, financial resources and exercise appropriate supervision and control;
• Experience in policy analysis and with drafting of concise documents, position papers in relevant fields;
• Experience in preparation of annual budgets;
• Excellent written and spoken command of English and French (knowledge of additional language(s) would be an asset);
• Candidate must be national of an EU Member State.

Skills and competences
• Structured, very well-organised, able to multi-task
• Capacity to work independently and proactively
• Good written and spoken communication skills
• Excellent interpersonal skills
• Capacity to prioritise and work under pressure
• Capacity and interest in working in an international environment
• Proficiency in using information technology and modern office software
• Available to travel for work and reasonable flexibility in working time

The position is located in Brussels. Three year fixed term with a possible extension.

ECAS applies a policy of equal opportunities and takes care to avoid any form of discrimination.

How to apply for this position

Please send by Wednesday, 31 July 2013 (midnight) the following:
• A cover letter (maximum 2 pages) in English explaining why you are interested in this position, how you correspond to the skills and competences required, your motivation and your salary indication;
• A curriculum vitae (Europass format) in English;
• A concept note (maximum 2 pages) also in English on your vision how you see the future development and perspective of ECAS.

Please send your application by email to director.ecas@gmail.com with the subject line: „ECAS Director – Your Name”.

All candidates will be informed by 31 August 2013 as to whether they are invited for interview and interviews will take place, in Brussels, during the week 9-13 September 2013. Please note that the interviews will be conducted both in English and French. The successful candidate should begin working on 2 January 2014. Please refrain from contacting ECAS during the application process regarding this announcement.

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Discover the ECAS Guide to European Funding for the Non Profit Sector 2013-2014 and the ECAS Membership promotion at http://www.ecas-citizens.eu/content/view/490/421/