

Vacancy Notice

Post of Secretary General of EURISY

Ref: Eurisy.VN.10.01

Duties

Eurisy is a European non-profit Association of most European national space agencies, ESA, the EC, etc. Its mission is to diffuse the use of satellite services (derived from Earth Observation, GNSS and Satcom) so as to consolidate the benefits the European space community provides to European society. For doing so, Eurisy's role is to proactively support final user communities in making an increasing use of satellites services. Eurisy's actions encompass raising awareness of the advantages of satellite information and services; advising and supporting final users in their implementation; facilitating the dialogue between final user communities and the space community; producing and disseminating information on final users' culture and agenda, and on their use and implementation of satellite information and services; providing European and national decision-makers with bottom-up feedback from final user communities on their needs; etc.

The Eurisy policy is devised by its General Assembly of Members, and implemented by the Eurisy Secretariat, under the supervision of a Council. The Secretary General heads the Secretariat. Her/his duties are as follows:

- To work with Eurisy President, Members, partners and stakeholders, to update its strategy as relevant, refine its priorities and devise a multi-annual action plan. In particular to ensure coherence of the plan with the European Space agenda, users' agenda, in synergy and coordination with all relevant actors.
- To run Eurisy's governance, by :
 - looking after the statutes ;
 - preparing and attending the General Assembly and Council meetings in an advisory capacity;
 - recruiting new Members for the association;
 - enlarging and running the Eurisy networks.
- To manage the Secretariat, by
 - managing the Association's finances and staff resources;
 - implementing the decisions of the Association's General Assembly and Council
- To implement the action plan, by
 - managing the actions of the Secretariat staff;
 - developing and maintaining the networks of final users;
 - developing and maintaining the network of experts in the specialised domains required by Eurisy's expertise to users;
 - securing new programme sponsorship.



- To represent the Association at institutional level, by
 - sustaining fruitful cooperation with the Association's members;
 - representing the Association at external events;
 - handling relations with international, European, national, and local institutions, industry, research institutions, NGOs, etc.;
 - fostering in particular a strong presence in central and Eastern Europe - and countries bordering the Mediterranean;
 - having observer status at the United Nations Committee on the Peaceful Uses of Outer Space;
- To improve Eurisy's visibility and image
 - by managing the Association's communication, in particular via its website, newsletter, database, etc.

Requirements

- a post graduate university degree or equivalent qualification;
- a successful track record of at least five years of managing staff, resources and fiduciary responsibilities in a multicultural environment;
- 10 years professional experience in a multidisciplinary background; project management, international relations, innovation policies, etc.; demonstrated success in managing complex, international projects; inter-sectoral experience is an asset;
- good knowledge of the European multi-level governance context; knowledge of the European Space agenda is an asset;
- good personal communication and diplomatic skills, ability to work in a diverse team environment, ability to establish and develop contacts in international circles, and an aptitude for cooperation and problem solving;
- good people management skills;
- excellent spoken and written English. A good knowledge of French is desirable;
- the highest personal integrity.

The candidate must be citizen of a country of the European Union, Norway or Switzerland.

Eurisy encourages applications from women and members of ethnic minorities. All applications will be considered by their merits against the criteria above.

General Conditions

Location: Paris.

Salary and benefits: Commensurate with experience. The Secretary General will be employed on a contract under French Labour Law.

Applicants should submit **(1) a detailed CV with a minimum of two references** who may be contacted before interviews are held and **with salary expectation**, and **(2) a motivation letter**. This material should be sent to **SG(at)eurisy.org** before Friday 26 February 2010. All applicants will receive an email confirmation that their application has been received; after which only those invited to an interview will be contacted.

More information about Eurisy can be found at www.eurisy.org