



Job Description

Location : Brussels

Job title : Secretary General

Dates: Full time position.

Duration: two year contract; prolongation possible

NEREUS (Network of European Regions Using Space technologies, www.nereus-regions.eu) is a newly established Brussels-based network that promotes and encourages the role of European regions at both ends of the space chain from infrastructures to applications and supports common projects between its members in related fields to space technologies and applications. NEREUS and its member regions aim to both influence European and national policy debates and programmes in the development and exploitation of space technologies and applications. So far 12 European Regions are members of the network: Azores, Basilicata, Bavaria, Brandenburg, Bremen, Hessen, Lombardy, Mazovia, Midi-Pyrenees, Molise, Veneto and Wallonia. In addition, 35 European regions, representing 10 EU Member States, have shown their interest in joining NEREUS by signing the NEREUS CHARTER in December 2007. The network also welcomes participation, as associated members, of other stakeholders involved in space technologies and applications such as, for example, private companies, universities and non-regional public bodies.

NEREUS plans to achieve the following objectives:

- To introduce the regional level into the elaboration and development of European Space programmes and activities linked to applications and infrastructure.
- To promote and implement partnerships, to foster trans-national and cross-border cooperation schemes between European regions, in order to develop common or complementary approaches, including preparation of recommendations for common projects and initiatives. To fulfil and sustain end-users' needs from space technologies, provided by the European Union programmes;
- To ensure that space technologies are used across all European regions so as to support the economic development of the European Union, and allow full exploitation of its space technologies potential.
- To support a better promotion of the European Space dimension in a globalised economy.
- To increase citizens' participation in European policy construction and development of space technology markets.

NEREUS is supported by a secretariat located in Brussels, Belgium.

Summary of position :

NEREUS is looking for a Secretary General to head its secretariat in Brussels. He/she will be in charge of the day to day activities of the network, including marketing and communication

actions and the support and coordination of NEREUS Working Groups. Through the Brussels office, the Association services its members by developing activities in different areas. The Secretary General will be a self-reliant officer. His/her main duties include the strategic development of the NEREUS network and ensuring the delivery of agreed high quality services to its members on relevant EU policy and programme developments and ensuring a sustainable growth of the network, both in membership as in activities. He/she will have to develop/reinforce networks and partnerships with the European Institutions and other third parties on relevant issues to the Association in Brussels, along with other general duties.

The Secretary General reports directly to the Management Board and works closely with it and its Working Groups (composed of representatives of regions, industrial actors, local institutions and research & education players) to implement the network's strategic objectives.

Duties and responsibilities :

- Network building: drives and supports the strategic growth of the network (support to the Management Board and the Working Groups in assisting the preparation of their meetings as well as ensuring their connection to the activities of the other bodies of the NEREUS network, ensuring the strategic objectives are achieved through the day to day execution of agreed activities and actions); consolidation and further development of membership and member services.
- Communications: builds relationships with EU institutions and other relevant players (ESA, National Agencies, etc.); establishes partnerships with targeted stakeholders, establishes the network in the space arena.

EU Programmes: identifying early intelligence concerning relevant European funding programmes and raising awareness among members as early as possible; proposing and organising EU project related activities for members such as project seminars, market places, call previews, project Vademecum etc

- General Management: supervises the day-to-day operations of the Secretariat and facilitates the functioning and operation of the Management Board and Working Groups; day to day tasks related to office management.

Profile :

EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Work-experience of at least 5 years desirable; • Extensive experience of working with EU institutions in Brussels • Experience with EU policy development with experience of advising and or/ influencing EU policymakers • Experience of working in a network or partnership organisation • Experience of staff management • Experience of budget/financial management • Experience of working in and/or with regional organisation
Desirable	<ul style="list-style-type: none"> • Experience of working with regional organisations, business and/or universities • Experience of working in a managerial position within a small organisation • Experience of working in the field of space applications including market relevance

PROFESSIONAL SKILLS	
Essential	<ul style="list-style-type: none"> • Academic degree in economics, business, engineering (space technologies), European affairs or any other relevant field; • Good understanding of a broad range of space-related issues and knowledge of relevant players and programmes in the field; • Excellent command of English and another EU major language, verbal and written; • IT literate ;
Desirable	<ul style="list-style-type: none"> • Knowledge of more than two EU languages would be an asset.
PERSONAL SKILLS	
Essential	<ul style="list-style-type: none"> • Outstanding communication and networking skills with ability to motivate and engage others; • Demonstrated ability to manage business aspects of an organisation including financial management and strategic planning.
Desirable	<ul style="list-style-type: none"> • Established networks in the "Brussels arena"

Your application letter and CV should be sent to NEREUS office Brussels, c/o Veneto Region, Av. Tervuren 67 1040 Brussels or per e-mail: nereus@nereus-regions.eu before 01 July 2008.