



## **SECRETARY GENERAL**

The Architects Council of Europe is an organization representing the architectural profession at European level. It consists of member organizations which are the nationally representative regulatory and professional bodies, through which the ACE represents the interests of some 520 000 practicing architects in Europe.

## **JOB SUMMARY**

To manage the ACE Secretariat and office in Brussels, support, further and implement the ACE's policy development and advocacy work at EU level, reporting to President, Executive Board and General Assembly of Member organizations.

## **KEY RESPONSIBILITIES**

- Monitor EU developments, policies and actions that may have an impact on the ACE and its member organisations and alert the Executive Board and member organizations to opportunities and threats for the architectural profession and practicing architects
- Support the development and implementation of ACE policy, campaign and advocacy strategies at EU level and represent the ACE at external policy and campaign actions at adequate level and with appropriate EU institutions and networking bodies as directed by the President and the Executive Board
- Ensure managing of the ACE working structure, i.e. President, Executive Board, Coordinators and ACE Working Group Chairs, organizing meetings and follow-up action and act as a source of advice on procedures according to ACE Statutes and By-laws
- Support and develop the ACE programme of contact building with the EU institutions; provide political intelligence, political overview, background research and briefing to President, Executive Board and ACE Working Groups on EU policy initiatives. Provide user-friendly information for the ACE and its members and foster close links and cooperation with members on policy matters
- Ensure regular communication with Member organizations through ACE web site, electronic Newsletter and ACE Publications

## **QUALIFICATION:**

Complete University education in Architecture or Public or Legal affairs at Master degree level or equivalent professional experience.

## **ESSENTIAL REQUIREMENTS:**

- Ability to communicate effectively with oral and written skills in English and French
- Strong analytical, strategic and consensus building approach with ability to work autonomously as well as to manage a small team in ACE Secretariat
- Self-motivated with attention to detail, sensitivity and adaptability in working within multicultural environment
- Sound individual with understanding of financial prudence and effective management of the budget of the organization funded by member organizations

**EXPERIENCE:**

Minimum 5 years of professional working experience; Substantial knowledge of the EU regulatory environment, EU Institutions and procedures; Profound knowledge of architectural profession and practice.

**OTHER SKILLS:**

Desirable: Working knowledge of other EU languages; Effective notes recording skills, preparation of oral and written presentations and use of office software applications

**CONTRACT AND REMUNERATION:**

The position will be awarded as a contract based on the Belgian employment law, subject to the 6-month probation period and a built-in review process within a two-year period. Remuneration will be according to the experience and professional record of the selected candidate.

**APPLICATION:**

To be considered for the position, please forward a cover letter and a CV with a reference to Job title in the subject line to the following e-mail address [application@ace-cae.eu](mailto:application@ace-cae.eu) by 15 July 2011.