

Brussels 23rd May 2024

Job description for Secretary General of Trade Promotion Europe

Trade Promotion Europe (TPE) is looking for an enthusiastic and energetic Secretary General to run the secretariat of the organisation, based in Brussels. Reporting to the Board of Directors, the Secretary General is responsible for the implementation of the strategy and the daily running of the organisation.

About TPE

Trade Promotion Europe is the European Association representing the national and regional Trade Promotion Organisations and Agri-food Promotion Organisations to the European Union and Stakeholders. The 32 members of TPE are mandated to support the internationalisation of their companies, either on the EU Single Market or overseas. These members represent 21 European countries: 22 national and 3 regional Trade Promotion organisations and 7 Agrifood Promotion Organisations.

We serve as one voice in speaking with European institutions and we support our members through partnerships, training and the exchange of best practices. Through fostering greater synergies at the local, regional and supranational level, we are supporting the European Union's economic development by helping realise its full potential in international trade.

Founded in 2018, Trade Promotion Europe is a bridge between policy and practice in Europe's internal and external trade. For further information, check our [website](#).

Main responsibilities

- Implementing the engagement strategy with the European Institutions in close collaboration with the President and the Board of Directors;
- Developing and implementing the advocacy of the association; Participation in meetings of the European Commission, the European Parliament and various events to represent the association to European institutions and Stakeholders;
- Coordinate the various working groups of the association; supporting the development of agendas, drafting of position papers, recommendations papers; drafting of minutes and reports of meetings;
- Managing the Secretariat, including the financial resources, and the day-to-day operations of the association;
- Ensuring compliance with applicable Belgian Laws and the association's Articles of Association and Internal Rules.

THE SUCCESSFUL CANDIDATE

- 4 to 6 years hands-on experience in managing a European association, preferably in relation to the following policy areas: trade, economic policy, internal market, industry;
- Have a network of relevant contacts in Brussels;
- Team player with a positive and collaborative attitude;
- In-depth knowledge of EU institutions and decision-making procedures;
- Strong project management skills: time management, process-oriented, attention to detail; ability to meet deadlines;
- Fluent written and spoken English (native speaker or equivalent); command of another European language is a must;
- People and stakeholder management skills: ability to manage and motivate members and stakeholders, ability to coach and guide colleagues;
- Experience in EU funding calls is a plus;
- Interpersonal and communication skills in a multicultural context
- Masters degree in a relevant subject is an advantage.

Offer

- Exciting opportunity to shape the economic future of Europe, where your contribution to European affairs will make a real difference;
- Friendly working atmosphere with a young team of professionals, a dynamic Board of Directors and engaged members;
- Full-time permanent employment at the TPE Secretariat in Brussels;
- Remuneration according to profile;
- Desired start date: 1st September 2024.

Application procedure

To apply, please submit your CV and motivation letter to secretariat@tradepromotioneurope.eu with the subject line: "Secretary General application" before COB on June 21.

Only short-listed candidates will be contacted.