



EUROPEAN PUBLIC HEALTH ALLIANCE

Job description

SECRETARY GENERAL

Location: Brussels, with travel throughout Europe

1. Overall Purpose

The Secretary General has a number of unique, but also diverse tasks and responsibilities. He/she serves as a key representative of the organisation and as an advocate on public health in Europe. He/she also supervises the Secretariat and serves as an intermediary between EPHA members, the Executive Board and the Secretariat.

2. Responsibilities and Tasks

A. Organisation representative

- Represents EPHA and widely communicates its vision on public health including public relations with EPHA's key stakeholders, in co-operation with the President;
- Maintains contacts with international networks and government bodies in the field of public health, on national, European and global level.

B. Organisation leadership and management

- Proposes to the Executive Board the organisational strategy and activity plans and is responsible for their implementation.;
- Responsible for the overall daily leadership and management of the organisation.
- Maintains close contact with the President, Executive Board and EPHA members to ensure the best knowledge of current opportunities, challenges and developments in public health at any time.
- Responsible for reporting to the Executive Board, including the preparation of agendas, papers and minutes of meetings, and to the general assembly, in co-operation with the President;
- Ensures that the organisation is operating within its policies and guidelines;
- Responsible for and supervision of the marketing and promotion of EPHA, including extension of membership.
- Ensures appropriate service delivery to the membership.
- Leads and supervises the recruitment, contracting, appraisal and daily operation of permanent and temporary staff members for the Secretariat;

C. Financial management and sustainability

- Responsible for the financial management, development and evaluation of income generating strategies including contracts, budgets and projects;
- Investigates and prepares calls for tenders, applications, and other fund acquisition ventures to enhance the sustainability of the organisation



D. Project management

- Ensures that the organisations projects are managed and operating within current policies of EPHA and the funders.
- Maintains contacts with and participates (or assigned delegate) in working groups, EPHA policy coordination meetings, steering or advisory committees and international platforms and forums, where relevant.

3. Organisation Relationships

- The Secretary General reports to the Executive Board and is monitored and appraised by the President.

4. Profile

Essential:

- Higher education qualification;
- Affinity with public health on a national and European level and relevant experience with European policy development
- Demonstrable leadership qualities and managerial skills;
- Strong communication skills, both written and spoken;
- Confident with public appearance, advocacy and lobby activities;
- Understanding of and experience with income generation techniques for non-profit organisations;
- Experience with organisation and project management.
- Fluent in English, both written and spoken;
- Ability to effectively communicate and liaise with many different groups and nationalities, and operate in a range of different cultural environments;
- Prepared to travel and work irregular hours;
- Full time.

Desirable:

- Working knowledge of other European languages, both written and spoken;

5. What EPHA offers:

- A dynamic working environment
- Ample opportunity for professional achievement, personal fulfilment and growth
- Support by an active Executive Committee and staff of the secretariat
- Salary in the range of 3.200 – 4.200 Euro, concomitant to experience, plus secondary benefits

Deadline for application: September 10, 2007

Please send a CV and cover letter by email to jobs@epha.org

For an informal discussion about the post, please contact Lara Garrido Herrero, lgarridoherrero@gmail.com