



The Airport Regions Conference (ARC) is an association of cities and regions across Europe with an international airport situated within or near its territory. There are today more than 30 cities and regions in ARC, representing about 100 million citizens, hosting major hub airports in Europe along with other major and regional international airports in 18 European countries.

The Airport Regions Conference, seeks to recruit a Brussels-based

SECRETARY GENERAL

Responsibilities

- ^ responsible for the administration of the ARC, employing staff and/or hiring consultants
- ^ prepares and implements the ARC Business plan and budget and other decisions made by the Executive Committee
- ^ organises partner meetings, workshops, conferences and lobbying activities
- ^ initiates new activities and work programmes,
- ^ supports ARC project leaders to develop project proposals and deliverables

Profile

- ^ Experience in the environmental or transport sector and/or an appropriate consultancy profile is a strong asset
- ^ Ability to work independently, analyse complex problems and take initiatives
- ^ Self-starter, self-propelling, hands-on
- ^ Strong project management and people management capacities
- ^ Familiar with and able to work with the European Institutions, having a comprehensive understanding of their decision making processes
- ^ Ability to work through and with matrix organizations, having a good understanding of local/regional organisations and national/regional political governments
- ^ Excellent interpersonal and networking skills and ability to work in diverse cultures
- ^ Strong negotiation skills
- ^ Excellent writing and speaking skills in English; thorough understanding of French; another language would be an asset
- ^ Strong administration and organisation skills

Interested ?

Please send your letter of application and CV under ref. 946.GV.sgl for the attention of Guy Vereecke to AHEAD, avenue des Arts 1-2, B - 1210 Brussels (tel: 02/223.23.90; fax: 02/219.17.97; e-mail: brussels@ahead.be).
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