

## Job Description General Secretary



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The European Association of National Metrology Institutes (EURAMET) is the Regional Metrology Organisation of Europe. It coordinates the cooperation of National Metrology Institutes (NMI) of Europe in fields like research in metrology, traceability of measurements to the SI units, international recognition of national measurement standards and related calibration and measurement capabilities of its members. Through knowledge transfer and co-operation among its members EURAMET facilitates the development of the national metrology infrastructures.

See [www.euramet.org](http://www.euramet.org)

EURAMET manages the European Metrology Research programme (EMRP), a 400 M€ EU-funded programme, which is designed to encourage collaboration between NMIs and partners in industry and academia. Under Horizon 2020, EURAMET manages a 600 M€-programme, the European Metrology Programme for Innovation and Research (EMPIR).

In view of these developments EURAMET wishes to strengthen its management structure by recruiting a

### General Secretary

This is a full-time position with attractive terms of employment, to be based in Braunschweig (D) or Teddington (UK).

The General Secretary will play a key role by implementing the policies and strategies agreed by the Board of Directors to ensure that EURAMET as a European Association can meet its goals and objectives.

### KEY RESPONSIBILITIES

- Supporting the Board of Directors and General Assembly in developing and implementing strategies by:
  - Defining an overall metrology strategy and agenda for Europe (research, services, creating impact with metrology, innovation, standardization, etc).
  - Formulating the broad framework for the successful implementation of EMPIR (instruments, criteria, metrics, progress reporting on strategic objectives, etc).
  - Attracting and utilising extra resources to strengthen the organization and to ensure its long-term sustainability.
- Increasing and widening EURAMET's influence within the European Commission and with other important stakeholders at both the European and International level.
- Having overall management responsibility for the EURAMET secretariat by:
  - Reviewing EURAMET governance and proposing changes where appropriate.
  - Supervising/monitoring the execution of, and implementing where relevant the decisions taken by the Board of Directors and the General Assembly.
  - Monitoring that all EURAMET decisions fully comply with EURAMET governance.
  - Assuming financial responsibility to ensure that EURAMET operates within its budgetary framework.
  - Undertaking representational duties as agreed by the Board of Directors.



## PROFILE OF THE GENERAL SECRETARY

- Proven experience of working at a senior management level
- Deep knowledge, understanding and experience of working with the European Commission and other European and International organizations
- Strong ability to work in a multinational organization serving widely varying cultural needs of its members and ability to connect people and their different interests
- High self-motivation and the ability to convert ideas to concrete outcomes
- Excellent communication skills
- Financial experience/knowledge sufficient to supervise the management of the EURAMET accounts
- Good technical understanding of metrology and standards
- Excellent written and oral English skills

## JOB DETAILS

Location: Braunschweig (DE) or Teddington (UK)  
Reports to: Board of Directors  
Period: Initially five years, with the option for an extension  
Starting Date: As soon as possible