



Federation of Young European Greens

fyeg

Call for Secretary General ad interim

Deadline for applications 7th of September 2014 12:00 PM CET.

Due to the resignation of the current Secretary General, Maria Maggie Dokupilova, which was respected and accepted by the FYEG Executive Committee (EC), we open a call for applications for the replacement, whose mandate will last the next General Assembly meeting of FYEG, in May 2015.

In case of resignation of the Secretary General, the FYEG Internal Rules of Procedure (IRPs) specify the process as follows:

(last paragraph of cl. 3.4.3) In case of the resignation or incapacity of the Secretary General, the Executive committee will appoint a Secretary General ad interim within one month since notification of EC and MOs. This replacement will continue until the election of a new Secretary General at the subsequent General Assembly or until the Secretary General is able to resume her/his duties. The resignation is ratified by the General Assembly (cl. 3.5.1)

In line with the IRPs, the FYEG EC would like to open the space for applications. The EC will assess them and will make a shortlist of the candidacies best fitting the job in the current conditions and perspectives. The shortlisted candidate(s) will be invited to an online meeting after which a decision will be made on the appointment.

Timeline:

7th of September, 12:00 PM	Deadline for receiving applications
8-13th of September	EC assessment process, online interviews
14th of September	EC appointment decision
1st of October	Start of the SG job in the office, employment contract signed
1st of October - 31st of October	Transfer period between outgoing and incoming SG together in the office; formal registration process towards Belgian administration and partners
1st of November	Start of enjoyment of the full responsibilities for the organisation
May 2015	Finish of the mandate, new election of Secretary General by FYEG GA according to regular procedure (IRPs cl 7.2.3)

As elected officer and legal representative, the Sec-Gen works **full-time** for the organisation at the **European FYEG office in Brussels**. This is a **salaried position**. The Sec-Gen will have both a political mandate and be fully responsible for the management of the FYEG office in Brussels. S/he will work in close cooperation with the project assistant, intern, volunteers and the Executive Committee and is responsible to the General Assembly.

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The tasks include of Secretary General include:

- daily management of the FYEG office, including the financial management, coordination of the office, meaning employees and volunteers, as well as assisting the EC. This also includes maintaining and supervising FYEG's online communication tools.
- fund-raising, organisation and implementation of FYEG's campaigns, projects and statutory meetings
- maintaining of good contacts with FYEG's partner organisations and Mos the monitoring of key political events and policy developments on the European level, in order to serve as a resource for FYEG's political work
- handling of FYEG's bank accounts, all payments and the payments' documentation together with the office
- writing of annual reports to FYEG's financial partners, together with the treasurer
- legal responsibility for the organisation
- If mandated by the EC the Sec-Gen can also take part in meetings and represent FYEG and its position, according to a clear and limited mandate given by the EC

Being Secretary-General of FYEG is a highly demanding position, requiring excellent organisational and leadership skills as well as substantial knowledge of Green politics, the EU and youth policies.

We are looking for someone with the following profile:

- Substantial experience in a Young Green organisation and good knowledge of FYEG. Additional experience in youth and voluntary organisations or NGOs will be considered as an advantage, especially when on an international level.
- Excellent written and spoken English, working knowledge of either Dutch or French is a strong asset,
- Excellent organizational skills, the ability to multi-task and to work under high pressure and tight deadlines,
- Good communication and diplomacy skills, ability to lobby and to work in an international environment.
- Ability to take initiative and to work in a multi-cultural team,
- Experience in human resources management would be an asset.
- At least basics in knowledge of accounting,
- Computer skills including using of free software (OoO, Ubuntu, Drupal, etc..),
- Willingness to engage in frequent travel, to have flexible working hours – long working days and work during the weekends,
- Interest in and knowledge of the EU institutions, and awareness of youth policy and green issues,
- Project application experience is an asset.

What do we offer you:

- To work in a dynamic, international, young, Green environment,
- The opportunity to enhance your knowledge of European, Green and youth politics,
- Frequent and extensive travel,



- The opportunity to network in Brussels and Europe,
- 1700,- EUR brutto per month (which makes around 1350,- netto)

Application requirements:

If you recognise yourself in this profile, please send your application **before the 7th of September 2014 12PM CET** to the FYEG office (office@fyeg.org). Your application must include:

- CV
- Comprehensive motivation letter, explaining how your experiences match the profile, what you think you can contribute to FYEG and your vision on the role of a European political youth organization. Emphasize especially your experiences with FYEG and other Young Green organizations
- The contact details of two references, preferably employers, supervisors or tutors

For enquiries regarding this position, please contact current Secretary General, Maggie, via office@fyeg.org.