

## VACANCY FOR A SECRETARY GENERAL IN EFIC



The European Furniture Industries Confederation (EFIC) is a non-profit organization representing the views and interests of the European Furniture Industry in Europe. It gathers the major furniture national associations of the European Union and associated companies. EFIC now represents more than the 70% of the total turnover of the furniture industries in Europe, a dynamic and innovative sector, which employs about 1 million workers in close to 130.000 companies.

At the EU level, EFIC is involved in legal and policy debates in the different fields of impact for the furniture sector, with a focus on environment & health, international trade, internal market and research & innovation. EFIC is also a Social partner in the EU Social Dialogue.

**EFIC is now looking for a Secretary General to lead its activities.**

EFIC Secretary General will be responsible for running the EFIC's office in Brussels and for its internal and external activities. The responsibilities portfolio will include:

- Law & policy monitoring and analysis;
- Advocacy activities at the highest Institutional levels;
- Coordination of EFIC internal bodies (such as Board and Working Groups);
- Representation of EFIC externally (such as EU committees, press and media);
- Financial control & management;
- Supervision of one member of staff.

The successful candidate will be highly organised, efficient and able to handle a number of competing priorities. She/he will need a professional and committed attitude and be able to establish trustworthy relationships within the confederation and externally.

**What you would find:**

- A growing association, devoted to scientific-based and factual advocacy;
- The opportunity of actively contribute in shaping the public policies and legislation affecting the furniture industry;
- A stimulating working environment, with opportunity to travel across Europe;
- Continuous collaboration with different associations, businesses, stakeholders and Institutional actors.

**We believe you have:**

- At least 5 years' experience in EU public policy and public/regulatory affairs;
- Education in Law, Political science, European affairs or related subjects;
- Professional experience in EU Institutions and/or stakeholders' organisations;
- Sound ability to assess impact of legislation on business;
- In-depth knowledge of EU policy-making processes and internal procedures;
- Excellent verbal/written skills in English and in French and/or Dutch. Additional languages are an asset.

**We believe you are:**

- A motivated and self-started professional, with a genuine interest towards European and International public policies;
- Flexible and very well-organised in dealing with different assignments at the same time;
- Committed to trustworthy contribute to policy making process;
- An intelligent, analytic and proactive individual;
- Open to dialogue and collaboration with different stakeholders.

**Terms and Conditions:**

This is a full time and permanent contract under Belgian law. The position is based in Brussels and full time (5 working days per week).

**Applications:**

All applicants should send their CV together with a cover letter (1 page) to [anna.koj@theears.eu](mailto:anna.koj@theears.eu) - Deadline for submission is **Friday, 8 March**.

Only short-listed candidates will be contacted. The starting date is as soon as possible.

More info: <https://www.efic.eu/>