



CHIEF OPERATING OFFICER

About EBCAM:

EBCAM – The European Business Council for Africa and the Mediterranean - is the European Federation of national chambers and Associations conducting business in Africa. It brings together European investors and other operators engaged in economic activities on the continent and works to promote closer cooperation between the private sectors in both European and African countries. It closely monitors EU development policies and actions, as well as the foreign trade scene in Brussels, and, thanks to reciprocal agreements, also with partners in Washington and with various institutions in Africa. Please visit <https://www.ebcam.eu/> for more information and to browse content.

EBCAM is looking for a Chief Operating Officer (freelance or part-time employee), reporting to the Secretary General, to run the Brussels office in representing EBCAM to the European and International institutions/organisations, helping to implement long-term relations with new partners/members as well as organising meetings and events. The ideal candidate will have sound organisational skills, be able to work in team and autonomously, available to attend meetings in Brussels and (occasionally) in the countries of the members' associations.

What you'll do:

- Manage communication with members/partners/associated institutions, including incoming emails, phone calls and mails, keep website content up-to-date.
- Attend events, produce reports and represent EBCAM in various industry functions
- Collaborate with the Secretary General in managing relations with members and partners as well as European/International institutions/associations.
- Curate content from EBCAM social media
- Researching and producing information reports for internal use. Contribute to the preparation of opinions related to the advocacy work of EBCAM.
- Help implement long term relations with new partners
- Support EBCAM with administrative duties (maintain electronic and paper filing, update the accounts spreadsheet), help with organisation of events and General Assemblies



What you have:

- Solid organisation skills and knowledge of English (working knowledge of French welcomed, but not compulsory). Very good and fast typing skills (for note taking, meeting minutes, conference reports...)
- An interest in the work and mission of EBCAM
- Understanding of the functioning of European institutions and main international institutions
- A working knowledge of media tools, including social media and Microsoft package
- Administrative experience (may include internships)
- You are comfortable in public relations

To be successful here you are:

- Comfortable working on a fast-paced and tight deadlines
- Proactive and willing to work in an international environment

The closing date for applications is 3rd June 2019