



JOB DESCRIPTION OF THE EUROGI SECRETARY GENERAL

Tasks

The main tasks to be undertaken by the SG are

- ❖ To arrange and prepare documentation for General Board, Executive Committee, Members meetings and other meetings;
- ❖ To prepare draft annual Work Plans and Budgets and finalise such documents for submission and final approval;
- ❖ To maintain a digital and where needed physical record of emails, correspondence and other materials;
- ❖ On financial matters, to provide the Treasurer with such documentation as maybe required in order to manage the financial affairs of EUROGI. The documentation shall include draft annual financial statements;
- ❖ To provide the necessary support for European Commission funded and other projects as may be undertaken by EUROGI;
- ❖ To undertake such investigations and produce reports as may be required from time to time;
- ❖ To represent EUROGI in meetings or other forums as may be determined from time to time;
- ❖ To provide and/or organise material for the EUROGI web site and undertake such other services in relation to the site as may be determined.
- ❖ To update of the website and working cooperatively with a Webmaster should such a person be appointed.
- ❖ To produce and edit a regular newsletter or produce on a regular basis other appropriate information sharing material.

Requirements

- ❖ University level either by education or by experience
- ❖ Sound administrative qualities
- ❖ Understanding of GI/GIS/SDI issues
- ❖ Be able to participate in building and maintaining an organisation.

- ❖ Be able on the one hand to work independently, and on the other to work cooperatively and harmoniously for and with the President and the members of EUROGI specifically the Portfolio Leaders.
- ❖ Be capable of dealing effectively and harmoniously with people from various cultural and professional backgrounds.
- ❖ Be a good communicator, an strong networker who easily builds enthusiasm and cooperative involvement from other people
- ❖ Be capable of communicating with a high degree of fluency in English, both verbally and in writing.

Office

The SG shall be responsible for all matters related to office accommodation, computer and other electronic equipment, file storage space and facilities, broadband connection, and such other equipment, materials or accommodation as may be necessary to fulfil the role of SG. The costs for these are reimbursed by EUROGI.

The SG may be based in any European country.

Remuneration

Depending on amongst others the location the Secretary General shall be paid a maximum of €60.000 that shall include all taxes, levies or other government payments.

Costs related to office consumable materials, travel and accommodation when on EUROGI business shall be met by EUROGI on the basis of receipts.

Hours Worked

The Secretary General shall work on a full time basis.

Appointment

The Secretary General shall be appointed by the EUROGI Excom initially for a maximum of two years with a three months initial probation period. The appointment may be extended after the first maximum of 2 years, subject the outcome of a EUROGI performance evaluation.

Reporting

The Secretary General shall report to the President on all matters in ways determined by the President. The President may determine such other additional or complementary reporting arrangements as he/she may consider appropriate.