

The Berne Union has an opening for the position of

## **Secretary-General of the Berne Union**

The responsibilities include:

- Leadership in export credit and investment insurance
- Actively develop, execute and monitor visions and strategies together with the President and Management Committee
- Manage the Berne Union Secretariat, including staff, finances, IT and target setting
- Oversee the planning, coordination and follow-up of all meetings and activities of the Berne Union and the Prague Club
- Plan, coordinate and follow-up meetings of the Management Committee, and one or more of the Short Term / Medium Long Term / Investment Committees, the Prague Club, and/or specialist groups
- Represent the Berne Union to stakeholders; being an 'ambassador' of the industry

Applicants should possess:

- Broad experience in export credit / investment insurance
- Recent experience in hands-on management, ability to work with and manage a team
- Strong strategic skills: ability to recognise what the Members will need in the future and to translate this into objectives
- Excellent communication skills, both written and verbal, and the ability to effectively communicate at various levels
- Fluency in written and spoken English. Competence in an additional language is preferred.
- Excellent networking skills: ability to build rapport and credibility with a broad international network of stakeholders
- Ability to plan and execute organisational budgets
- Ability to travel internationally

Applications should be received by Lennart Skarp, Acting Secretary-General, [recruitment@berneunion.net](mailto:recruitment@berneunion.net) by 11 January 2012.