

## **International Secretariat Officer BDVA Brussels, Belgium**

The Big Data Value aisbl (BDVA) is seeking applicants to fill the position of International Secretariat Officer in the BDVA Secretariat Office in Brussels, Belgium.

### **About BDVA**

The Big Data Value Association (BDVA) is an Industry-driven and fully self-financed international non-for-profit organisation under Belgian law. BDVA has +200 members all over Europe with a well-balanced composition of large, small and medium-sized industries, research and user organizations. BDVA is the private counterpart to the EU Commission to implement the Big Data Value Public-Private-Partnership (BDV cPPP), is a private member of the EuroHPC JU and is one of the main promoters of the AI, Data and Robotics Partnership for Horizon Europe.

### **Job description**

The successful candidate will work in the BDVA Secretariat in Brussels. She/he will be in charge of the membership and financial administration, will support communications and organisation of meetings and events, and provide overall support to the Secretary General in the association back-office administrative tasks. She/he will report directly to the Secretary General and will work in a small and dynamic team.

### **Key responsibilities**

The BDVA International Secretariat officer performs the following tasks in close collaboration with the Secretary General:

- **Membership administration:** Including the management and maintenance of the register of members and all relevant documentation; day-to-day contact with members for administrative purposes; management of distribution lists; contact point for the info email account; membership updates; managing new applications for membership; producing statistics & reports for the Secretary General and the Board of Directors.
- **Financial administration:** Overall invoice administration. Assist the Treasurer and Secretary General in general financial management tasks. Project reporting.
- **Communications and organisation of events:** Including (but not limited to) operational daily communications tasks, such as website content management, newsletters, management of social media channels, production of communication materials and supporting the organisation of seminars, conferences and summits.
- **Organisation of meetings:** Supporting the organisation of meetings (e.g. Board of Directors, General Assembly, Partnership Board, Activity Groups, etc.); logistics for the meetings and conference calls; producing minutes and reports.
- **Administrative and organisational support** to the Secretary General
- Support to other tasks such as the documentation management, development of internal surveys, etc.

## Profile

Applicants must have the following knowledge and competencies:

- A minimum of a bachelor's degree or equivalent (ideally in business administration or similar);
- Minimum 3-5 years' experience working in a similar position exposed to an international and multicultural context;
- Proven experience in financial administrative functions (project and/or organisation). Understanding of accounting standards in Belgium is a plus;
- A good understanding of the environment of international non-profit associations and experience working in an international and multicultural environment;
- Communication skills, proven experience in managing digital communication channels. Graphic design skills is a plus;
- Strong organisational skills;
- Proven experience in organisation of events and/or meetings;
- Knowledge about the functioning of the European institutions;
- Good communication and drafting skills;
- Sociable. Customer, community and results-oriented. Ability to work independently and as part of a team;
- Excellent command of MS Office programmes;
- Understanding of Big Data and AI technologies.

The working language of the BDVA is English. The candidate must be fluent in English and in French. Availability to travel (5% time).

## We offer

- A full-time one-year position under Belgian law with the option to extend or convert to a permanent contract thereafter; A part-time position is also an option.
- Flexible working conditions with opportunity for personal initiative;
- A competitive remuneration package;
- An international and multicultural work environment in an exciting and dynamic technological and policy field;
- Starting date: as soon as possible.

## To apply

Please send your CV and motivation letter by February 11<sup>th</sup> 2020 to [jobs@core.bdva.eu](mailto:jobs@core.bdva.eu) with the reference #SecretariatOfficer2020