



GROUPE CONSULTATIF ACTUARIEL EUROPEEN
EUROPEAN ACTUARIAL CONSULTATIVE GROUP

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Job profile for the Chief Executive Officer/Secretary-General
of the Groupe Consultatif Actuariel Européen

(the "Groupe"; officially: Verein Beratende Europäische Aktuarsgruppe,
registered in Switzerland and with operations office in Brussels)

Job Purpose

To organize, administer the affairs of, and to actively promote the interests of, the Groupe

The roles of the CEO/Secretary-General are

- to facilitate actions according to the strategic plan of the Groupe and to assist the Board of the Groupe to identify initiatives which could be taken to raise the profile of the Groupe;
- to service the work of the Groupe through its Board (Officers), its Committees (currently: Education; Insurance; Investment and Financial Risk; Pensions; Standards, Freedoms and Professionalism) and other groups established from time to time by the Groupe, including the Solvency Project Team and the Standards Project Team, organizing and providing administrative, executive and support services as required;
 - in cooperation with the Board of the Groupe and the Deputy Chief Executive (Public Affairs) to expand the public affairs profile of the Groupe by building and maintaining relationships with external stakeholders of the Groupe (including the European Commission and Parliament, industry); organize and attend meetings between such stakeholders and the Groupe and take appropriate follow-up action
 - organize and attend the Annual Meeting of the Groupe, prepare minutes and take appropriate action to implement decisions made
 - organize and attend meetings of the Board of the Groupe, prepare minutes and implement decisions made
 - organize and attend meetings of the Groupe's committees and other bodies, or organize and provide appropriate secretarial support for the meetings where personal attendance is not possible. In discussion with the relevant chairmen, prepare minutes and take appropriate action to implement decisions made
 - in cooperation with the Chairman of the Education Committee and the Deputy Chief Executive (Public Affairs) organize the events of the Groupe and especially the European Congresses of Actuaries
 - work closely with the host association to assist in organizing any colloquia and seminars or other events of the Groupe as may be required from time to time; provide assistance as required to the host associations responsible for organizing the Summer Schools
- to work with the Member Associations of the Groupe and with other associations that wish to develop links with the Groupe,, and to enhance communication with them;

- to manage the various publications of the Groupe including the Newsletter and the website of the Groupe
- to promote the interests of the Groupe and actively contribute to the visibility of the Groupe
- to manage the financial affairs of the Groupe in consultation with and with the agreement of the Honorary Treasurer;
- to act as line manager for the staff employed or contracted by the Groupe.

Accountability

Beyond support to the Committee Chairmen, the CEO/Secretary-General is directly accountable to the Chairman of the Groupe and works closely with the Honorary Treasurer.

Style and quality

- Has good person to person skills; makes contacts easily and effectively
- Exhibits high level of integrity
- Has good organizational skills
- Is reliable
- Has an ability to work independently and in cooperation in a group as well
- Is proactive
- Has a professional approach to work
- Has an ability to analyze and synthesize
- Is objective
- Is enthusiastic

Requirements

- Basic understanding of the workings of EU institutions;
- Understanding of financial and economic issues and the way in which they are handled within the EU institutions;
- Some understanding of actuarial work;
- Empathy for working with professionals from all countries in Europe;
- Based in Brussels, but able to travel and attend meetings elsewhere in Europe
- Fluency in English (particularly written)

Advantages

- Experience of working with actuaries or other professionals or financial industry representative bodies;
- Good command of French and/or German

Applications

Candidates should send their applications with CV to Michael Lucas, Chief Executive and Secretary-General, Groupe Consultatif Actuariel Européen by e-mail to mlucas@gcactuaries.org . Closing date for applications - 21 December 2012.