



The European Travel Commission (ETC) unites the National Tourist Organisations (NTOs) of all the EU member states, as well as a number of non-EU members within Europe. Its core mission is to promote Europe as the world's most compelling tourist destination in long-haul markets. To fulfil its mission, ETC uses a wide range of marketing tools and resources.

ETC is looking for a new Executive Director. We offer an opportunity to work in a very interesting sector within an international organisation. You will be based in Brussels and receive a 2-years contract which can be renewed for consecutive periods of 2 years.

PURPOSE OF THE JOB

To plan, organise, coordinate and steer the activities of the European Travel Commission aisbl and all other organisations the aisbl did or would set up. The Executive Director is responsible for the daily running of the Executive Unit based in Brussels and for co-ordinating all working groups in accordance with the overall strategy laid out by the General Meeting of the organization.

PLACE WITHIN THE ORGANISATION

The Executive Director reports to the President and the Board of Directors of ETC and leads the co-workers within the Executive Unit.

KEY AREAS OF RESULT

Managing ETC aisbl and all other organisations the aisbl did or would set up.

This includes but is not limited to:

- Maintaining an efficient organisational structure and optimising work processes;
- Maintaining the organization financially sound and upholding transparent reporting procedures;
- Preparing and organising all statutory and necessary ad hoc meetings;
- Overseeing and steering the daily work of all colleagues working at the executive Unit;
- Overseeing and steering the activities of all operations groups and working groups.

Implementing the marketing strategy laid out by the general meeting.

This includes but is not limited to:

- Proposes in close collaboration with the President short and long term targets to the General Meeting;
- Ensuring that all decisions made by the General Meeting are executed in co-ordination with the Operations and Working Groups;
- Attracting interesting marketing opportunities with new partners.
- Internal and external relations
- This includes but is not limited to:
- Building up and maintaining a good working relationship with all members and all relevant external partners;
- Defining in close co-operation with the President a suitable communication strategy for the organisation. This strategy includes internal communication aspects as well as the external communication;
- Seeking effective partnerships with external entities when they contribute to reaching the goals of the organisation;
- Representing ETC on international forums.

PROFILE

Specific to the job

Proven experience in the field of marketing, working for a private or public company or organisation, for at least 6 years. Work experience in the European tourism sector, private or public, is a plus.

Knowledge of the European tourism sector is a plus.

Fluency in English and a working knowledge of French; knowledge of other European languages is an advantage.

Education: master degree preferably in economics, marketing, business management and or tourism management.

Behavioural competencies

Organizational commitment: is committed to the organisation and the job and defends the interests of the organization consistently.

Reliable: acts in a consistent and correct manner based on integrity, diligence, objectivity, equality and transparency.

Gives direction: leads, develops and motivates staff so that their objectives and these of the organisation are achieved in a correct way.

Clear judgement: constitutes a well-founded and integrated assessment, expresses opinions and views on the consequences, based on a consideration of relevant criteria.

Self organized: undertakes the required actions and allocates the appropriate time and resources to uphold the set objectives.

Networking: develops and maintains relationships, alliances and coalitions within and outside the organization and uses these to gather information, support and cooperation.

HOW TO APPLY?

Send a CV and cover letter to Mr. Martin Siegmund, Director of Personal Department, German National Tourist Board (GNTB), Beethovenstraße 69, 60325 Frankfurt/Main, Germany or by email to martin.siegmund@germany.travel.

Applicants should send in their application before November 7th 2010.

Salary depends on experience; please mention your expectations in the cover letter.