



**Small Business Standards (SBS) aisbl is the European organisation representing and defending Small and Medium-sized Enterprises in standardisation.**

**Co-financed by the European Commission's DG Grow and EFTA, SBS advises and supports SMEs in Europe and their representative organisations about how to better follow and influence the standardisation process.**

SBS seeks to fill the position of

## **SBS Director**

### **Profile of the post:**

- Daily management of the association
- Negotiate and implement the annual action grant (from EC and EFTA member states). This task includes the implementation of deliverables based on a previously designed Work Programme, being responsible for the reporting process (timeframe and reports) and ensuring internal quality-management of such processes and deliverables
- Coordinate the work of the SBS team, consortium members and sub-contractors
- Liaise with the SBS Board and Members regarding project implementation, association management and strategy
- Organise the association meetings (Board, Bureau and General Assembly)
- Liaise with key stakeholders from the Standardisation community, the EU institutions and EFTA members
- Represent SBS in European meetings
- Organise SBS statutory and technical meetings in liaison with the project partners, the other members, the Commission and other relevant stakeholders

The Director will report directly to the Board of SBS and the President.

[www.sbs-sme.eu](http://www.sbs-sme.eu)



### Profile of the candidate:

The successful candidate will:

- Be a motivated, diplomatic, structured and flexible professional
- Have proven and referenced EU-funded project management experience
- Have complete written and verbal fluency in English, additional European languages an asset
- Have at least 3 years' experience in managing a team
- Be able to work independently and as a coordinator of a diverse and challenging team across different associations and partners
- Have experience in standardisation and SME affairs is a plus

### What we offer:

- An interesting job with:
  - A mix of content and many external contacts with EU officials and stakeholders
  - A multi-cultural working environment and a hard-working team
  - The opportunity to shape the future of European standardisation for the benefit of SMEs
- A competitive salary with fringe benefits.

### How to apply:

If interested, please address your application, including cover letter and CV, to SBS President, Mrs Gunilla Almgren, by e-mail to ([s.mogojan@sbs-sme.eu](mailto:s.mogojan@sbs-sme.eu)) **before 30 September**. Starting date: January 2020 at the latest.

Only shortlisted candidates will be contacted for an interview. All applications will be handled in full confidentiality.

For more information about SBS, please consult: [www.sbs-sme.eu](http://www.sbs-sme.eu)

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