Secretary General - Small Business Standards (SBS)

The role

We are seeking a dynamic and strategic Secretary General to lead the organisation and represent its interests at European level. Reporting to the Board and President, the Secretary General will be responsible for the overall management, advocacy, and development of the organisation, ensuring its operational effectiveness, financial sustainability, and visibility.

Key responsibilities

- Implement the organisation's mission, vision, and strategic goals as defined by the Board
- Daily management of the association and its Secretariat
- Oversee financial and administrative management, including budgeting, and reporting
- Ensure compliance with statutory obligations, organise the association meetings (Bureau, Board and General Assembly) and maintain good governance practices
- Represent the association in high-level meetings with EU institutions, Standardisation Bodies, and other stakeholders
- Lead the negotiation, implementation, and monitoring of the association's annual action grant (EISMEA and EFTA-funded), ensuring timely delivery of all activities, quality assurance, and full compliance with reporting and financial obligations
- Oversee the coordination of consortium partners, and subcontractors involved in the implementation of the annual action grants
- Coordinate membership engagement and growth

Profile

The candidate should have/be:

- Proven experience (minimum 3 years) in managing a team/association;
- Excellent written and verbal communication skills in English; proficiency in other European languages, particularly French, is an asset;
- Demonstrated experience in coordinating and managing EU-funded projects, including grant negotiation, implementation, and reporting;
- A motivated, diplomatic, structured, and flexible professional with the ability to adapt to evolving priorities and complex environments;
- Experience in standardisation and SME affairs (an asset)

What we offer

- An engaging role including regular interaction with EU officials and stakeholders and the opportunity to shape the future of standardisation for the benefit of European SMEs;
- A permanent full-time contract (38h/week) under Belgian law;
- Competitive salary package, including fringe benefits, in line with experience;
- Office and teleworking flexibility to ensure balance between work and private life;

Applications

Applications should be sent to the attention of Ms Gunilla Almgren, SBS president, (president@sbs-sme.eu) by 7 August 2025.

The application should include a CV (maximum 2 pages) and a cover letter (maximum 1 page) outlining your motivation and suitability for the role. **Please include Secretary General in the subject line**. SBS will not consider applications that are not complete.

Applications will be reviewed on an ongoing basis and therefore early applications are encouraged. Please note that only shortlisted candidates will be contacted.

Applicants must have the right to work in Belgium.

About Small Business Standards

Small Business Standards (SBS) is the European organisation representing and defending Small and Medium-sized Enterprises (SMEs) in standardisation. Co-financed by the European Union and EFTA, SBS advises and supports SMEs and SME organisations across Europe on how best to influence the standardisation process at European and International level.