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EC Register: 15086733813-03

European Organisation of Agricultural, Rural and Forestry Contractors
Confédération Européenne des Entrepreneurs de Travaux Techniques Agricoles, Ruraux et Forestiers
Europäischer Zentralverband der land- und forstwirtschaftlichen Lohnunternehmer und ländlichen Dienstleistungsunternehmer

CEETTAR is looking for a new director

CEETTAR is the European association for the agricultural, rural and forestry contractors (altogether named land-based contractors) at European level. It aims at defending and promoting the interests of 18 national organizations, who are representing about 150,000 companies, which employ nearly 600,000 workers. Ceettar is established in 1961 and its office is located in Brussels.

Land-based contractors are companies providing specialized services, often requiring the use of high-tech mobile machinery and equipment and skilled operators. Theirs clients are very diverse: farmers, forest owners, local/state authorities and forest industry being the most important groups. Today, about 60% of the work done in the fields/farmlands are executed by contractors and more than 75% of the European industrial round wood and energy wood put on the market is harvested by these companies.

To support the organization in achieving its challenges, CEETTAR is looking for a **director** (M/F) which tasks will primarily be to:

- ensure that CEETTAR is able to show a "vision" and design « policies » based on "experts" from national organisations
- increase representativeness of land based contracting business
- implement an effective communication strategy
- develop the networking in Europe (in "Brussels" and in Member States with member organisations)
- improve mutual understanding between members
- and find additional sources of financing

Main duties:

a) Lobbying and opening right doors in Brussels
b) Co-operation with national member's experts
c) Running management committee and three standing committees (focused on agriculture, forestry and rural affairs) ; introducing, managing and executing decisions taken by the committees
d) Organizing Communication activities (out and in)
e) Seeking potential new members
f) Administration

Plus:

g) following up all opportunities to develop lucrative projects on behalf of the Commission (studies, research initiatives, participation in projects developed by third parties).
h) Providing agreed services to two small organizations EMSA and Metal Union

Lobbying activities imply:

- developing and nurturing relations with political institutions and other relevant bodies at European level;

- monitoring all relevant proposals from European institutions (Commission, Parliament, etc.) in order to defend the interests of its members and help them to proactively anticipate changes; not only defend but also promote interests!
- informing the European institutions and media of CEETTAR's visions, goals and activities on a regular basis.

Agreed services to others
In addition, CEETTAR is coordinating the activities of **EMSA,** a sister organization representing mobile seed cleaners, and of the **European Metal Union,** an organization representing the SMEs of the metalworking sector. These responsibilities will require overall management and coordination activities.

More information can be found at www.ceettar.eu and www.emu-sme.eu

Your profile:
- proven solid work experience in European affairs
- comprehensive knowledge of the European institutions and policies;
- understanding characters of SME's is desirable
- very good communication skills;
- fluency in English. Additional knowledge in French, Dutch and/or German are welcome;
- very good editing skills;
- flexibility, imagination and organizational abilities;
- integrating results-based approach into your activities;
- knowledge of land based contracting is seen as positive experience.

Working environment
The position is located in Brussels, near the central station, in a usual office environment.
You will work with an experienced administrative assistant. The position requires some flexibility in the working time to attend meetings and travel to some EU destinations.
You will join a small team comprising the staff of CEETTAR and the staff of the Belgian associations member of CEETTAR and EMU.

The offer
The successful candidate will receive an offer of employment for a non-fixed term contract for a full time position according Belgian law.
Holidays according to the legal requirements. Additional benefits (such as meals vouchers, mobile phone subscription) are possible.

Requests for information and applications (cover letter and CV in English) should be sent to Klaus PENTZLIN president@ceettar.eu.

The selected candidate should ideally start in September 2018, but this timing is flexible.

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