

## Head of OFE Brussels Office



**OpenForum Europe (OFE)** is a not-for-profit industry organization which was originally launched in 2002 to accelerate and broaden the use of Open Source Software (OSS) among businesses, consumers and governments. OFE's role has since evolved and its primary role now is to promote the use of open standards in ICT as a means of achieving full openness and interoperability of computer systems throughout Europe. It continues to promote open source software, as well as openness more generally as part of a vision to facilitate open, competitive choice for IT users.

OFE is looking for an experienced individual to act as its Head of Office with significant responsibility for external and internal communication. The Head of Office will be OFE's main contact in Brussels. All the day to day activities of the secretariat will also be the responsibility of the Head of Office.

### Primary responsibilities

The Head of Office implements internal and external communication strategies following the instructions of the Executive Board, in cooperation with members, and in line with with OFE's vision. Specifically the Head of Office is required to:

- Act as the main OFE Contact in Brussels.
- Develop and maintain contacts in the European Parliament and the Commission:
  - participate in meetings of the Parliamentary Committees in order to follow or identify policy developments;
  - follow-up the EP work/agendas;
  - organise/prepare/participate in one-to-one meetings with MEPs and Commission officials;
  - participate in Commission events in order to contribute to the maintenance of the OFE contacts network in the Commission.
- Coordinate OFE's Partner network.
- Carry out administrative tasks including invoicing, managing and reporting accounts.
- Organise briefings.
- Manage the Web Manager and intern.
- Develop and improve the communication towards members, e.g. through website improvement, reports of external meetings, social networks.

### Qualifications and Skills

- a minimum of 3 years of experience in communication and/or European public affairs, preferably in a membership-based organisation;
- excellent English, other languages (especially French) considered an advantage;
- excellent communication skills: able to communicate clearly and concisely, both orally and in writing;
- good conceptual and analytical capacities; ability to present complex issues in an understandable and convincing manner;
- strong computer skills, experienced in social media;
- ability to work both as a team member and independently, with a high level of self-

- motivation;
- excellent interpersonal skills, able to actively develop and maintain relations at different levels;
  - a sound knowledge of the functioning of the EU institutions, the EU decision making process and EU public affairs;
  - an interest in IT policy and related issues.

The Head of Office reports to the Executive Board via the COO.

To apply for this position please send a CV and cover letter to [recruitment@openforumeurope.org](mailto:recruitment@openforumeurope.org) by 27 January 2012..

Shortlisted candidates will be interviewed by the OFE Executive Board in Brussels in early February..

**Start date:** to be agreed

**Contract:** OFE offers a 12-month renewable contract. Performance to be reviewed by the Executive Board.

**Gross monthly salary:** EUR 3000