



Vacancy: RILEM General Secretary of RILEM, Paris, France

RILEM Secretary General

RILEM is an international not-for-profit organization committed to stimulate new directions for research, scientific cooperation, and innovative application of construction materials worldwide. RILEM is driven by the voluntary contributions of international experts to achieve its mission. A network of over 1400 members from 67 countries underpins RILEM actions related to organising technical committee meetings, international conferences and publishing technical recommendations, state of the art reports and two peer-reviewed journals.

The position of Secretary General, heading the head office of RILEM in Paris, France, will become vacant as of October 2019. RILEM is therefore seeking to recruit a highly motivated person with a strong interest in the association, to start work in March 2019 in order to overlap with the present Secretary General, and take over the operation later on.

The Secretary General manages the secretariat of RILEM with its staff. As such he/she is involved in all activities and the management of the association. His/her responsibilities will include overseeing internal and external communication, follow-up of the editing and publishing of RILEM publications (journals, recommendations, directory of members, website), preparation and coordination of the RILEM Annual Week and Convention, the RILEM Bureau, Development Advisory Committee, Technical Activities Committee, Educational Activities Committee, General Council, RILEM Awards and all matters of membership of the association and technical commissions, reporting and follow-up off all administrative, management and financial matters (text below with Job Brief*).

He/she is expected to have prior experience in a similar position. This full-time position requires an excellent command of the English language. Since he/she will be based in Paris, at the head offices of RILEM a working knowledge of French is deemed essential.

Applicants should provide a Letter of motivation (at least one page), curriculum vitae, copies of degrees, photo, and the names and contact details of eventual referees. The applicant may also submit other supporting documentation as he/she prefers.

Applications should be made as soon as possible and not later than **31st October 2018** and should be addressed to: the President, Ravindra Gettu at gettu@iitm.ac.in , and the Vice President Nicolas Roussel at dr.nicolas.roussel@gmail.com

For general information on RILEM, please consult: www.rilem.net. For any additional information on the position, please contact by email directly the RILEM Secretary General, Pascale Ducornet at pducornet@rilem.org, the Past President, Johan Vyncke at johan.vyncke@bbri.be and/or the President, Ravindra Gettu at gettu@iitm.ac.in

Job brief (*):

The Secretary General will have good people-managing capabilities and time-management and multitasking abilities, and will oversee, organize and engage in a variety of administrative tasks at the head office of RILEM. The goal is to contribute to the efficiency of the overall business of the association by ensuring all assigned administrative duties are carried out timeously and efficiently. The Secretary General will be central in coordinating the efforts of the RILEM office team, several voluntary Technical and Standing

commissions, and numerous individuals. Responding promptly and appropriately to persons writing to the RILEM head office by mail or letter is essential, as well as handling and prioritizing all communication with the members. Focus will be on maintaining RILEM's professional image through clear and meaningful responses to all persons who contact the RILEM head office.

To facilitate effective internal and external administration of RILEM, the SG will:

- Maintain the agenda of RILEM activities and assist in planning of board meetings, conferences etc.
- Attend standing committee meetings and support effective minute taking of these meetings.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Prepare invoices or financial statements and interact with the accounting company serving the association.

Further tasks include:

- Coordinate and support the maintenance of the RILEM contact database
- Provide the Board of Management (Bureau), and other standing commissions (TAC, DAC; EAC) with meeting papers and all relevant information from communications
- Follow up of Newsletter planning, preparation, and dissemination
- Maintain good awareness of needs and interests of RILEM Members
- Plan and undertake an application procedure to ensure recruitment of RILEM representatives within RILEM committees
- Work toward establishing an effective support system for RILEM representatives during the term of their mandates

Qualifications:

Proven experience as executive secretary or similar administrative role. In-depth knowledge of office management and basic accounting procedures as well as technical vocabulary of the construction industry. Excellent organizational and time-management skills. Outstanding communication and negotiation abilities. Integrity and confidentiality. Receptive to problems and solution - driven