

## Deputy Secretary General

### International Union of Credit and Investment Insurers

The Berne Union is the industry association for export credit and investment insurance. Our membership is a global community of export credit agencies, multilateral financial institutions and private insurers who support international trade and investment by providing risk mitigation products to exporters, investors and financial institutions.

We create a forum for professional exchange, education and development of best practice through face-to-face meetings, webinars and working groups and we produce research, analysis and publications relating to international trade and investment.

#### DEPUTY SG ROLE

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The Deputy will assist the Secretary General in the day-to-day business of the Secretariat, with responsibilities for practical implementation of BU output and ensuring joined-up delivery, quality and consistency across this.

#### KEY RESPONSIBILITIES

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- Support the SG in drafting of policy and strategy papers
- Support the SG in strategic planning of budget, resources and outputs
- Provide oversight and practical guidance of the Secretariat team in support of research / analysis, report drafting and content planning / development for meetings, webinars and other engagements
- Structure and manage timelines across major outputs
- Manage and develop internal processes
- Support development of information systems, tools and resources relating to the BU website
- Lead coordination of member communications and engagement
- Contribute to ideas for content across BU output
- Coach, guide and provide training to the Secretariat team in their day-to-day business

#### SKILLS AND EXPERIENCE

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- Preferably above 5 years' relevant professional experience
- A solid understanding of the products and business dynamics in the international trade finance industry
- Leadership skills to coach, guide and oversee the work of Secretariat team members
- Practical skills and experience in the planning, collection, analysis and synthesis of information and information systems
- Skills relating to processing and analysing both qualitative and quantitative data
- Fluent in English, with excellent written and verbal communication and interpersonal skills

Candidates should have experience working in areas relating to BU outputs such as international relations, economic research, stakeholder engagement and communications with professional experience in export finance, export credit and investment insurance or a closely related field in consulting or media.

#### DETAILS

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- Full time job and flexible home working up to 2 days per week
- 2 year fixed-term contract (with possibility of extension)
- Competitive salary with performance bonus and 25 days annual leave plus public holidays

**TO APPLY**, send a CV and cover letter by email to Maëlia Dufour, President of the Berne Union ([maelia.dufour@bpifrance.fr](mailto:maelia.dufour@bpifrance.fr)) and Paul Heaney, Secretary General ([pheaney@berneunion.org](mailto:pheaney@berneunion.org))

*The deadline for applications is: 30<sup>th</sup> September 2023*

Vacancy Berne Union Deputy Secretary General