

## 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 throughout the world who support international trade and investment by providing risk mitigation products to exporters, investors and banks.

We organise fora 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.

- Full time job and flexible home working up to 2 days per week.
- 3 year fixed-term contract (with possibility of extension)
- Competitive salary with performance bonus
- Ability to work in the UK and to take the position as soon as possible

**The closing date is March 24, 2023**

#### KEY RESPONSIBILITIES

- Supporting and executing the decisions of the President, the mandate of the Berne Union and the resolutions of the Management Committee and the General Meetings
- Reporting to the Management Committee on the Berne Union's strategy, operations and finances
- Managing and coordinating the work of the Secretariat Team (consisting of approximately 8 staff members) and its activities according to the objectives and priorities defined
- Overseeing capacity building and providing transfer of knowledge to the Secretariat Team and improving processes
- Improving member engagement and access to information for the Berne Union's members
- Ensuring successful organization of the meetings (planning agenda, coordinating content inputs, external hosts, publications, data, and outreach).
- Overseeing the drafting of papers for the meetings, conferences, interviews.
- Supervising strategic communications and external relations (yearbook, publications, reports, media)
- Ensuring effective development of the website and digitalization
- Representing the Berne Union in international forums if required

#### EXPERIENCE:

A solid professional experience in export finance, export credit and investment insurance or a closely related field. e.g. experience with an ECA, DFI, private CPRI or bank is beneficial, while relevant experience in international relations, consulting or media is also welcome.

Experience in a leadership position and overseeing and developing a team of international professional staff.

#### PERSONAL SKILLS:

- Team leadership experience and ability to foster professional growth
- Organisational and decision-making skills
- Excellent communication and interpersonal skills
- Excellent analysis and synthesis skills
- A strong capacity to handle budget planning
- Autonomy and curiosity.
- Fluent in English, with additional languages an advantage

**FOR MORE INFORMATION OR 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))