

CHIEF EXECUTIVE OF THE ACTUARIAL ASSOCIATION OF EUROPE (AAE)

The AAE wishes to recruit the Chief Executive of the association. The Chief Executive is expected to work on the basis of an hour's contract.

The Role of the Chief Executive (CE)

- Managing the AAE as the chief executive;
- Self-reliant in its role, responsible to the chairperson of the AAE;
- Supporting, shaping and pursuing the development of the AAE as an organisation;
- Representing the AAE, the actuarial profession and its positions vis-à-vis relevant stakeholders;
- Managing all employees, paid contractors or paid consultants of the AAE. The CE may delegate content oversight to a committee chairperson, where appropriate; and
- Developing and maintaining a good relationship with representatives of EU institutions such as the European Commission, the European Parliament, the European Council and EIOPA;

Qualification

- Proven organisational developments skills in a broad set of areas, inter alia:
 - Managing the financials of the AAE and preparing reporting for the Board;
 - Presenting proposals to the Board, and preparing the agendas and acting as the secretary for the Board meetings;
 - Acting as the secretary of the General Assembly (GA) - preparing the agenda for the GA and taking care that good governance, according to the statutes etc., is observed; and
 - Participating in AAE events, and supporting committee chairpersons on their request.
- Proven representation skills;
- Proven fluency in English
- Proven governance skills: maintaining excellent knowledge of AAE statutes and processes; and
- Proven relationship management skills:
 - Maintaining a close relationship with the AAE chairperson, senior officers, the AAE Board, the Honorary Treasurer and the committee chairpersons; and
 - Understanding of concerns and agendas of AAE's Member Associations and their representatives, welcoming first-time attendees;

The contract will start as agreed but as early as possible.

Contact for further information: Esko Kivisaari, Chairperson of the AAE, chair@actuary.eu or Ad Kok, Chief Executive of the AAE, aamkok@actuary.eu

APPLICATIONS

Applications, with current CV and details of relevant experience, should be submitted no later 9 May 2019, by email only, to the following address: chair@actuary.eu