



Brussels, 26th November 2024

CELCAA, the European Umbrella association of agri-food trade, is looking for a Secretary General. The Secretary General plays a leading, proactive role in executing CELCAA strategy and engaging with key EU stakeholders.

Association description

CELCAA represents the trade in agri-food and commodities to the EU institutions and stakeholders. Members are sectoral associations covering trade in various food and feed products. CELCAA is a recognized as a key stakeholder by the European Commission. More information can be found at www.celcaa.eu.

CELCAA's Secretary General is in charge of representing the members of the association with EU institutions and other stakeholders, as well as ensuring the day-to-day management of the association. The tasks of the Secretary General include:

i) Governance of the association

- Responsible for running the Board and Annual General meetings;
- Responsible for financial management;
- Responsible for ensuring compliance with all relevant requirements of Belgian law

ii) Activities

- Implementation of the association's policy and advocacy strategies as agreed by the Board;
- Preparation of draft positions of common interest, especially on trade and sustainability policy
- Liaison with policymakers, relevant EU stakeholders and CELCAA members;
- Representing CELCAA at relevant stakeholder meetings and events;
- Coordination of participation of CELCAA members to Commission meetings;
- Organizing events, meetings and workshops for members on topics related to trade, agriculture and sustainability;
- Developing the external communication activities of the association to raise the profile of agri-trade, including on social media and through the CELCAA annual conference.

Profile

Experience

- Academic background in political sciences, communication, agri economics, food science or law;
- 8 years of experience minimum;
- Solid knowledge of and passionate about trade policy and/or agricultural policy;
- Excellent understanding of EU decision making processes;
- Strong network in Brussels;
- Perfect command of English and at least one other European language;
- Self-starter with a positive, can-do attitude and a collaborative approach.;

Competences

- Network management;
- Ability to coordinate divergent views and build consensus;
- Political representation;
- Communication expertise (event management, press releases, social media);
- Ability to make decisions and understand policy environment;

CELCAA aisbl

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Transparency register : 546282614966-51



- Ability to work independently with minimal supervision.

Candidates should be comfortable working without a team (except for some admin support) and without guidance. CELCAA has a good support basis, but it is entirely driven and managed by its Secretary General.

Conditions

Home based position or in shared office. This is a part-time position, ideally suited for individuals operating as independent contractors or self-employed professionals. Nice working environment with engaged members: position entails high level visibility, flexibility and independence.

Please direct your applications towards: president@celcaa.eu

Deadline for applications: 15th January 2024

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