



Executive Director (ED)

Recruitment relaunch

Call and Job Description

The European AIDS Treatment Group (EATG) is a patient-led NGO that advocates for the rights and interests of people living with or affected by HIV/ AIDS and related co-infections within the WHO Europe region. Founded in 1992, the EATG is a network of more than 150 members from 45 countries in Europe. Our members are people living with HIV and representatives of different communities affected by HIV/AIDS and co-infections. EATG represents the diversity of more than 2.3 million people living with HIV in Europe as well as those affected by HIV/AIDS and co-infections. [Learn more about the EATG.](#)

EATG is searching for a new Executive Director.

We are looking for a new Executive Director who will lead and represent the organisation, both internally and externally, ensuring the organisational values are adhered to and promoted at all times. They will act in the best interest of the organisation, its members and staff. Additionally, they will have in-depth knowledge about the issues and challenges affecting the lives of the community of people living with or affected by HIV in the WHO Europe area with a specific focus on the Central and Eastern Europe and Central Asia region.

Job Description

The Executive Director (ED) plays a vital role in ensuring the sustainability and growth of EATG. They hold numerous responsibilities, primarily focused on managing the organisation and its staff. Their key tasks include implementing the organisation's strategy, achieving its goals, and meeting its objectives.

The ED serves as a crucial link between EATG membership, the Board of Directors (BoD), and



the staff. They report directly to EATG's BoD and are guided by the decisions made by EATG's General Assembly.

Please note that the Executive Director is required to be resident in or willing to move to Belgium.

Key tasks and responsibilities will include:

1. Organisation and Management consistent with EATG's strategy and goals.

- Creating and maintaining a secure, supportive and productive work environment among EATG members, staff, and the BoD
- Ensuring the effective and inclusive design, promotion, delivery and quality of projects and activities
- Ensuring the development of the organisation's implementation plan
- Ensuring the recruitment, contracting, performance appraisal and daily operation of permanent and temporary staff
- Ensuring effective and sensitive human resources for the organisation according to work policies and procedures that are safe and fair and fully conform to local laws and regulations

2. Financial Management and Sustainability

- Encouraging meaningful interactions between EATG and its donors, supporters, and allies for long-lasting advance of the organisation's mission
- Ensuring the annual budget and all other financial tasks are completed in an efficient and timely manner
- Ensuring EATG's resources are managed within the approved budget guidelines according to EATG's internal procedures and current and relevant laws and regulations
- Responsible for protecting the assets of the EATG against fraud and financial abuse
- Responsible for the advancement, implementation and evaluation of strong development and fundraising strategies:
 - Focusing the organisation on strategies to diversify funding and secure additional sources for both core funding and project-linked funding in accordance with the organisation's priorities, strategy and aspirations
 - Ensuring effective communication with current and potential Donors
 - Ensuring requests for calls for proposals, grant applications, and the like are developed within viable time frames
 - Supporting and coordinating with the designated BoD member concrete fundraising proposals from the EATG membership
- Ensuring development of annual activity reports

3. Support to the Board of Directors to assist in their work and decisions



- Responsible for reporting to the BoD, collaborates with the BoD Secretary on the preparation of agendas, documents, and meeting reports
- Supporting the board for reporting to the General Assembly
- Facilitating discussion on important topics relevant to various organisational issues

4. EATG Representation

- Representing EATG, communicating and advocating for its positions and values, in agreement with the EATG BoD Chair and in collaboration with relevant staff
- Encouraging representation of EATG members and staff whenever possible
- Managing relationships and contacts with partner organisations and networks, institutions, and other key external stakeholders on national, European, and global level
- Ensuring that data are updated to facilitate the work of the BoD, the Programme Chairs, Programme Managers, and project leaders
- Participating in programme meetings, steering or advisory committees, and international platforms and forums

5. Responsibility for risk management and strategic outcomes

- Immediately informing the BoD of any condition or activity which is illegal or imprudent or contravenes EATG's ethical standards and values as set out in EATG's Constitution and this job description
- Advising the BoD on fulfilling its statutory responsibilities and ensuring that it is informed about any new legislation affecting EATG's activities and the steps necessary for compliance
- Operating within any reasonable interpretation of the BoD's Strategic Outcomes and Risk Boundaries, justifying the reasonableness of their interpretation to the BoD's satisfaction, and providing measurable evidence of compliance
- Responsible for routine assessment of the organisation's financial risks and mitigation
- Maintaining vigilance over EATG's activities to ensure there is no deviation from the organisation's core mission

Essential Requirements

- Demonstrated strong strategic focus, not just results-oriented in a broad sense or in terms of operational activities, but specifically relative to delivering on EATG's Mission and strategy
- Demonstrated senior management experience with a collaborative leadership style
- Excellent interpersonal and communication skills with a diverse range of people and organisations, including strong presentation skills, and the ability to communicate effectively orally and in writing

- Demonstrated experience and knowledge of human resource management
- Demonstrated strong fundraising experience and knowledge, specifically around fund diversification, donor relationships and a clear understanding of the funding environment in the HIV field
- General IT proficiency and excellent working knowledge of MS Office
- Excellent command of written and spoken English
- Relocation to or residency in Belgium (no exception)

Desirable Requirements

- Degree level (or equivalent) education in a relevant field, such as global public health, non-profit organisation management, sexual and reproductive health, gender and/or diversity studies, social and/or population research
- Demonstrated HIV activism/advocacy experience, and awareness of HIV policy, especially within the European and Central Asian context
- Living with HIV or from communities vulnerable/affected by HIV and related infections
- Fluent in a language from Eastern Europe, preferably Russian
- Knowledge of HIV and associated infectious diseases and medical, sexual and mental health issues, with a demonstrated openness to the needs of people living with HIV
- Familiar with community-based organisations that are member-led

We offer

- A full-time (38h/week) position, with a permanent duration contract (CDI under the Belgian employment framework)
- Monthly gross salary ranging from 5,500 to 6,500 Euros, depending on experience
- 100% public transport subscription
- 5 extra holidays on top of the Belgian legal framework
- 13th month and holiday pay according to Belgian Labour Code
- Flexible working hours
- Working from home options
- Monthly home office and home internet contributions (148.73/20.00 EUR respectively)
- Hospitalisation insurance
- Food vouchers amounting to 8 EUR per working day
- An individual development plan with annual training budget
- A flexible working space next to Metro Trône, Brussels, with free coffee, tea and use of kitchen amenities, communal interior garden and cafeteria

How to apply

Please apply to application@eatg.org, attaching *one pdf file* containing only a cover letter (maximum 1 page) and a CV (maximum 3 pages), in English, clearly detailing your competencies and experience relevant to this role and your reasons for applying. **Please also state your earliest start date, if offered the position, as well as your current residency and commitment to relocate to Belgium if successful.**

The file name must include the *job title* and your *full name*, and the *email subject* must include the *position name only*.

Application deadline: midnight CET, Friday 15th December 2023

Interviews: Expected early January 2024

Starting date: To be agreed, but as soon as possible

The EATG is an “equal opportunity employer” with focus on the GIPA/MIPA principle. The employer will not discriminate and will take “affirmative action” measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, colour, age, national origin, sex and gender identity, expression and orientation, disability, and health status.