Vacancy for the position of executive Director

Responsible for AIM coordination, thematic working groups and African/Latin American regions

AIM, the international association of mutual benefit societies, is looking for an executive Director (M/W) of its Secretariat based in Brussels.

A. Function description

1. Responsibilities

Under the supervision of the Presidium, the executive director is responsible of the following activities:

Regarding the overall AIM management and development
- To coordinate transversally the activities of AIM staff:
  - To follow-up of the activities
  - To analyse and follow-up of the coherence of the working groups
  - To harmonise working methods
  - To be responsible for the financial management

- To propose a strategy to the presidium, for AIM development:
  - new members
  - reinforcement of AIM

Regarding representation tasks
- To be AIM staff focal point vis à vis the President and the members of the presidium.
  - To represent AIM in external contacts and events (according to the topic), like representing the AIM to the European and international authorities as well as other umbrella associations
  - Circulate information on AIM and its activities
  - Participating as speaker during conferences and roundtable organized by European and International partners and authorities or during meetings, where other Directors of European and International associations are present
  - Meeting directors of potential members and associate partners
  - Visiting the AIM members

Regarding thematic working groups
- To coordinate AIM working groups and activities, in terms of analysis, drafting of position papers, lobbying and exchanges, like the working groups Chronic Disease Management/
telemedicine/ehealth – health system reform – Long Term Care – Prevention – Mutuals – according to the respective roadmaps

- To follow the transversal programmes where AIM is involved in, like Education and Solidarity Network and Social Economy Europe
- To follow the Research activities where AIM is involved in
- To coordinate the organisation of international conferences, workshops and study trips

Regarding the AIM African/Middle East region and the Latin American region
- To coordinate the work with the AIM regions Africa/Middle East and Latin America through the relevant vice-presidents, according to the respective priorities and roadmaps.

2. Qualifications, skills and experience

Education
The candidate has a master degree.

Experience
The candidate should have
- 10 years of general experience;
- 5 years of working experience on health, social protection affairs or health insurance;
- Experience as a manager desirable (small teams)
- Knowledge of health and health protection systems as well as mutual benefit societies and health insurers in Europe and in low and middle income countries is desirable;
- Experience at the European or international level;
- Experience in the field of lobbying to the International organisations;
- Ability to identify, communicate and present the key European and international policy issues to the Association’s members;

Language
Perfect writing and oral communication skills in English. Writing and oral communication skills in French and German. Spanish would be an asset.

Other skills and requirements
- Strong sense of diplomacy and interpersonal skills;
- Strong commitment to teamwork;
- The function requires travelling and representation;
- PC literacy.

B. Remuneration and benefits

AIM offers
- a full-time permanent contract under Belgian law, subject to a probationary period of twelve months;
- a varied role in an international and dynamic environment.
C. Applications

Application letters with curriculum vitae and references, have to be sent in English to the AIM Secretariat to the attention of:
Jean-Philippe Huchet
President
AIM
rue d’Arlon 50
B – 1000 Brussels
Belgium

or by mail to
aim.secretariat@aim-mutual.org

Closing date for applications: 31 May 2014

D. Organisation

The ‘Association Internationale de la Mutualité’ (International Association of Mutual benefit societies) (AIM), founded in 1950, seeks to promote, at European and international level, the concept of mutualty as a valuable way of supporting and protecting people against health and other social risks.

Through information exchange, advocacy and transnational cooperation AIM aims to defend the social values and basic principles shared by its members:
- a fundamental right to health and well-being;
- solidarity and non-exclusion as essential means to ensure access to healthcare and social benefits, irrespective of health or financial status;
- self-governance and non-profit orientation as guiding principles for health and social services based upon the needs of citizens.

AIM brings together 52 national federations of autonomous health insurance and social protection bodies in 27 countries, all operating according to the principles of solidarity and not-for-profit orientation. They provide coverage against sickness and other social welfare risks to more than 160 million people, either by participating directly in the management of compulsory health insurance, by providing voluntary health insurance or by delivering directly health care and social services through own facilities.

The Secretariat of AIM is situated in Brussels. It is composed of an executive director, a project manager, a junior project manager and an office manager.