



World Class Standards

Collective Letter 10_2773

DDP/WLW/jg

Date : 11 March 2010

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To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Vice-President BAC (Business Administration) within the ETSI Secretariat

Dear Madam,
Dear Sir,

We are seeking to recruit a Vice-President BAC within the ETSI Secretariat. The deadline for submitting applications is **31 March 2010**.

The Vice-President BAC will drive and manage Business Administration activities across the ETSI Secretariat under the supervision of the General Director.

This position includes the following tasks:

- Define relevant priorities and develop clear action plans regarding Business Administration activities
- Develop and manage budget and financial reporting (Budget preparation, execution and reporting – Treasury management – preparation of financial reports for the Secretariat management, Finance Committee, Board, GA)
- Manage resources of the BA Competence Centre (manage BA budget and train, develop and appraise the Competence Centre personnel)

Based in Sophia-Antipolis, France and reporting to the General Director, the successful candidate will possess:

- At least 10 years leadership experience in Business Administration services
- Experience in accounting of business and non-for-profit membership organizations
- Educational background in accounting and finance
- Excellent knowledge of French accounting, fiscal and financial rules
- Presentation and reporting skills
- Strong negotiation, communication and interpersonal skills
- Experience in managing teams
- Strong English and French language skills – both oral and written

The employment contract will have an initial maximum duration of eighteen months, and may thereafter be converted into a contract of unlimited duration.

Please circulate this call for recruitment as widely as possible in your organization.

You will find enclosed a general note on terms and conditions of employment at ETSI (Annex 1).

Applications should be submitted by E-mail to info.nice@elanit.com

Yours faithfully,

Dr. Walter Weigel
Director General

Annex 1

GENERAL INFORMATION ON CONDITIONS OF EMPLOYMENT FOR ETSI SECRETARIAT STAFF

1. SALARY

Salaries will be fixed in accordance with relevant experience and qualifications.

2. DURATION OF THE CONTRACT

The contract will have a maximum duration of eighteen months. At the end of the contract, it may be transformed into a permanent one. During the contract, in the interest of the Institute, the Director-General may modify staff functions and responsibilities.

3. PLACE OF WORK

The post will be based in Sophia Antipolis near Nice, France. Freedom to travel world-wide will be required.

4. LANGUAGE

The working language at ETSI is English. Excellent knowledge of French is also necessary.

5. TRAVEL AND REMOVAL EXPENDITURES

ETSI will reimburse travel and removal costs for the new employee and his/her family for their relocation. The same costs will be reimbursed at the end of the contract, when the employee returns to his/her country.

6. EDUCATION ALLOWANCE

Professional staff members who are not French nationals are eligible for an education allowance (ranging from 1 680 to 7 500 Euros) for each dependent, school-age child, which is subject to French tax and social security charges.

7. PENSIONS

The employee will be affiliated to the French pension organization.

8. SOCIAL SECURITY AND INCOME TAX

Gross salary and all allowances are subject to social security contributions, including pension contributions, deducted at source, in accordance with French law.

In addition to the French social security system, ETSI subscribes to a complementary insurance scheme. The cost of this subscription is shared by ETSI and the employee, with the employee contribution deducted from monthly salaries.

French regulations will be applied for income tax which will be paid directly by the employee.

9. ANNUAL LEAVE

Staff members are entitled to annual leave with full pay, at the rate of 2.5 working days for each month employed by ETSI.

Staff members not recruited locally are entitled to reimbursement of travel expenses for “home leave” of their family and themselves to return to their original residence. This allowance is also subject to social security contribution and income tax.

10. ALL OTHER MATTERS ARE REGULATED BY FRENCH LAW

As an employer, ETSI is subject to French labour law (“code du travail”) and in particular the national labour agreement (“convention collective of research offices, and consulting companies”).