



As the European Chamber is embarking on the second year of a European Union supported programme called European Union Business Information Programme (EUBIP), which is briefly described below, we are informally inviting candidates for the position of:

EUBIP Programme Director

The Hong Kong and Macau EUBIP serves as a vehicle in the Hong Kong and Macau SARs for:

Aggregating the interests of EU businesses and business associations operating in Hong Kong and Macau, the goal is to consolidate input for bilateral trade policy formulation and discussions and to facilitate market access in both Hong Kong and Macau.

Establishing, consolidating, and nurturing networks with EU-oriented institutions based in the two SARs and in the EU and collaborating in the organization of mutually beneficial activities and events.

CONSORTIUM PARTNERS running EUBIP:

The European Chamber of Commerce in Hong Kong (ECC)
The Institute of European Studies of Macau (IEEM)
The Macau Trade and Investment Promotion Institute (IPIM)

SENIOR PARTNERS

The Hong Kong Trade Development Council (HKTDC)
Invest Hong Kong

EUBIP Programme Director:

Position Duties:

The first year of EUBIP has been completed and it is the task of the new Programme Director to drive this programme for the remaining two years ahead by conducting high impact activities and creating visible presence in the SARs for European business thus elevating the standing of the ECC in Hong Kong and IPIM/IEEM in Macau. There is the possibility of the programme being extended for an additional year after the first three years.

The Programme Director's duty is to enhance the visibility of Europe in Hong Kong and Macau and to promote a better understanding of community actions, positions and policies, through the organization/participation of the following including, but not limited to:

- 1) Forums: fielding speakers and discussions
- 2) Establishment and management of EU-Hong Kong/Macau Business Councils
- 3) Fair attendance with European pavilions
- 4) Initiation of talks/seminars on current issues
- 5) Attending conferences for interaction with opinion leaders
- 6) Helping and supporting national European chambers in their "European" activities or events

Work Location: Hong Kong/Macau

Requirements:

Nationality

European citizen (preferred), or
Hong Kong/Macau/Chinese citizen with demonstrated ties to Europe

Languages

English – fluent in all respects is a must
Other European – highly valuable
Chinese – Cantonese and/or Mandarin appreciated

Experience

At least seven years of relevant working experience, of which at least two in Hong Kong or Macau is a must

University Degree in relevant subjects

Graduate Degree – desired

Personal Characteristics

Enterprising, self starter, can work with minimal supervision
Communicator, media-savvy, experience with public relations, networker
Experience in garnering sponsors
Flexible, creative, problem solver
Integrity, balanced, positive approach
Demonstrate exemplary self-management
Impeccable reporting and communication capability
Experience with corporate governance
Strong organization skills
Strong sense of consensus and diplomacy in order to gather national chambers support

Reporting line

The EUBIP Programme Director will report to the Hong Kong and Macau EUBIP Programme's steering committee and to the European Chamber's board. European national chambers should be kept informed of all actions of the EUBIP and sought for their support and input.

The Programme Director will have one person under his/her supervision.

Travel

Frequent between Hong Kong and Macau
Some regional travel; occasional continental travel

Salary: will be commensurate with the position

This position is funded by the European Union through EUBIP.

Interested candidates should send their detailed resume, cover note, current and expected remuneration to Ms. Helene Krieff: helene.krieff@neumannpartners.com.hk

All applications will be treated strictly confidential. Only selected applicants will receive a reply.

All submissions should be received no later than February 12th, 2010!