

Call for applications

Position

Secretary-General of European Metropolitan Transport Authorities (EMTA).

Candidates employed by one of the EMTA members or partners are invited to apply for the position.

About us

EMTA was established under French law in 1998 by STIF (now: Ile de France Mobilités). EMTA acts as a venue for peer-to-peer exchange of experience and know-how between public transport authorities of major cities and metropolitan areas across Europe. EMTA's members are endowed with the responsibility of tendering, financing, and commissioning of public transport services and in general with promoting transport infrastructure, sustainable mobility and fare policy setting.

To date EMTA is composed of 30 European members. Every 2 years the General Assembly elects a board and appoints a chair that supervises the work of the Secretary-General. EMTA conducts studies on topics of common interest to its members, participates in European research and biannually holds a general assembly meeting (live in one of the associated member cities). EMTA organises seminars on transport and mobility related topics and advocates the interests and stakes of transport authorities to the European institutions (chiefly the European Parliament and the European Commission).

The General Secretariat is comprised of a Secretary-General, who is assisted by an administrative assistant based in Paris, and one or more assistants working on research and policy (on part-time basis).

English is the common language used in EMTA and in the European transport ecosystem.

Key responsibilities

Your key responsibilities will include, but will not be limited to:

- Devise and implement a secretariat work plan for the EMTA network: conduct studies, lead topical working groups, prepare the General Assembly's agenda and Board meetings, organise working sessions and topical webinars, draft newsletters and compose position papers and other publications.
- Monitor the European agenda on passenger transport and mobility. Organize advocacy actions or campaigns to lobby and influence the European Commission's policies, in particular the EU Green Deal, the European Sustainable and Smart Mobility strategy and related legal framework initiatives.
- Work in close collaboration with the members to respond to their queries (search for information and data, circulate topical questionnaires, elaborate on financial, legal, and practical topics raised by the members). Further develop the member network.
- Edit publications (quarterly newsletters, produce topical briefs capitalizing on the conclusions of web-based or live seminars), update information and news on the website.

- Deliver the budget plan and manage the financial balance in accordance with the appointed board treasury.
- Supervise the work of the assistant(s).
- Work under normal circumstances requires regular travel across Europe particularly to sessions in Brussels and occasionally beyond to attend conferences, visit meetings and workshops.

Requirements

To be considered for this role you will have:

- A minimum of 3 years relevant work experience in a relevant (public) transport or mobility related position.
- An academic degree in transport engineering, economics or business, political science, transport planning or other studies that are relevant to this field of work.
- A keen interest in the challenges related to the public transport sector.
- The capacity to comprehend how the EU decision-making processes work and the overall legal and financial framework of the European Union.
- An understanding of the European Commission's transport and mobility agenda.
- A structured and analytical mind as well as the ability to assess and respond to complicated situations.
- Proven ability to organise and chair working groups and lead member discussions
- Excellent managerial and tactical skills (keep people together, bridge conflicts)
- Experience in working with PC software, particularly MS365 (Outlook, Word, Excel, PowerPoint, Teams etc).
- Excellent interpersonal and communication skills (both verbal and written).
- Advanced proficiency (C1) in English (both verbal and in writing). Knowledge of French is recommended. Proficiency in other languages is an additional asset.

What we offer

EMTA offers you a full-time contract of 3-years duration which is renewable. It is possible to negotiate a part-time appointment.

Remuneration will be in accordance with a candidate's relevant work experience, the outcome of negotiations between the EMTA board, the seconding employer, and the candidate for secondment.

Legal status

Candidates should be seconded from an EMTA member to the association.

An EMTA member can also hire an external candidate, who is based in its home institution, while acting as Secretary General for EMTA. EMTA members who second a candidate should be willing to provide the necessary basic IT and communication infrastructure (office, telephone, computer and internet access etc.) to the candidate.

Application

Applications should be in writing. We would appreciate to have your ideas on EMTA as an organization for members, how EMTA should evolve and how you see your contribution together with the secretariat, the board and the (30) members to achieve these ambitions.

It is mandatory to include a Curriculum Vitae which highlights your work and educational experiences as well as your participation in special projects you have been engaged in which you deem relevant for EMTA.

If you are employed by a member of EMTA please describe your present role, function level and adhering remuneration. Please provide information on how much of your working time you could assign to EMTA. A written letter of endorsement by your employer emphasising your qualifications is also appreciated.

If you are at present not employed by an EMTA member you are asked to enclose a written statement from an EMTA member stipulating your qualifications and willingness to hire you and second you to EMTA as general secretary.

Application process and closing date for application

The EMTA board has appointed a nominee committee to lead the process of selecting the new Secretary-General. The nominee committee consists of the CEO Dorthe Nøhr Pedersen at Movia in Copenhagen, CEO Laurent Probst at Île de France Mobilités in Paris, and external affairs manager Laura Delgado-Hernandez at Consorcio Regional de Transportes in Madrid.

Written applications should be received by an e-mail directed to the chair of the nominee committee no later than **Friday 27th August 2021** (COB): contact@emta.com in copy to ruud.vanderploeg@emta.com

The nominee committee expects to conduct online interviews with 2-3 candidates during week 36. In the week thereafter, the board of EMTA will choose the new Secretary General. Subsequently a contract will be negotiated and signed by EMTA chair, the candidate's home organisation and the new Secretary-General.

At the EMTA general meeting taking place in November 2021, the new Secretary-General will be presented in person to the General Assembly.

The new Secretary-General takes office on 1st of February 2022.

Queries about the position and the process can be directed to the members of the nominee committee:

- EMTA President, mrs Dorthe Nøhr Pedersen (dnp@moviatrafik.dk)
- EMTA Vice-President, mr Laurent Probst (laurent.probst@iledefrance-mobilites.fr),
- EMTA Treasurer, mrs Laura Delgado (laura.delgado@madrid.org)
- And to EMTA Secretary-general, mr Ruud van der Ploeg (ruud.vanderploeg@emta.com)

Find more information about EMTA association on our website: www.emta.com