

To: Ecma Members

Subject: Recruitment of a new Secretary General for Ecma International

Dear Member representative,

The membership of Ecma International is looking for applications for the position of the Secretary General (SG). Applications may come from candidates within or outside the current Ecma membership.

The SG reports to the Ecma General Assembly represented by the Ecma Management.

Place of employment is the Ecma Secretariat in Geneva (Switzerland).

Interviews for candidates will be scheduled in May-June 2018. The selected candidate will be appointed as Secretary-General in June/July 2018.

We kindly ask you to consider the attached job description and to encourage appropriate candidates to apply for that post.

Applications together with detailed Curriculum Vitae in English shall be received by the Ecma Secretariat, at the latest on 30 April 2018.

To: Dr. Istvan Sebestyen

istvan@ecma-international.org

Tel: +41-22-8496000

Ecma International
Rue du Rhône 114
CH-1204 Geneva
Switzerland

Further information may be obtained under the same address.

This letter may be distributed outside Ecma whenever appropriate.

Yours faithfully,



Dr. Jochen Friedrich
President of Ecma International

Open call for candidates

Subject: New Secretary General of Ecma International

Established in 1961, **Ecma International** (www.ecma-international.org), or **Ecma**, is a Standards Setting Organisation widely recognised for the timely and efficient creation of a range of high quality global Information and Communications Technology (ICT) and Consumer Electronics (CE) standards.

Ecma collaborates with a number of Standard-Setting Organizations worldwide, and in particular holds a close relationship with ISO/IEC JTC 1 .

The details of past and current Ecma activities, together with the History of Ecma, and the Ecma Policies, including the Ecma Bylaws can be found at www.ecma-international.org. The Ecma Bylaws defines the role of the Secretary-General.

The Ecma Secretariat is located in Geneva, Switzerland. The Secretary General (hereafter, "SG") of **Ecma International** is expected to reside permanently in the Geneva area.

Task description

The SG is responsible for the overall management and representation of the Organisation.

The SG works under the responsibility of the Ecma Membership, represented by the Ecma Management (President, Vice President and Treasurer), in the following areas:

1. Operational responsibility of Ecma

- Management of a small team of highly specialized staff and guide their work. The Ecma team is very experienced and a very strong, united team. Their loyalty and longevity is vital to the success of Ecma. It is critical that the SG retains and inspires the staff to accomplish good work and exhibit good judgment. Exceptional skill and discerning capabilities must be shown in hiring new staff, whenever necessary.
- To prepare the annual budget and to manage the assets and budget of the organisation in a prudent and productive manner, in conjunction with the Ecma Treasurer.
- To manage legal and regulatory aspects (including interactions with local and national governments) as directed by the Ecma General Assembly, i.e. the highest authority in Ecma.
- To organize and participate in the Ecma Executive Committee and General Assembly meetings, and to take instructions and directions from the Ecma membership.

2. Standardisation responsibilities

- To ensure that the standardisation work in Ecma takes place as directed by the Ecma membership.
- To facilitate the Standardisation process in Ecma through ensuring the right work structure, environment, timely progress and possibly further acceptance/endorsement by ISO/IEC, ETSI or other bodies. To manage business and political issues so to foster the participants' contributions. This requires a deep understanding of the structure, culture and institutions of standardisation.
- To organize the provision of the necessary support and advice to technical working groups. Ecma's historical core competencies are the efficiency of its process and quality of its output; these must be strengthened for the organisation to retain its premier position in the world of standardisation.
- To organize the provision of advice and guidance on standardisation policy issues associated with new technology developments. This requires in-depth discussions with Ecma members in order to develop a strategy that provides the best chances for the development and acceptance of a new standard. For this, the ability to analyse, and to reconcile all aspects of the ongoing standardisation effort is necessary and of pivotal importance.
- To keep the Ecma membership, through Management and the Executive Committee, aware in a timely manner of all technical and IP and legal issues that may be occurring, on an ongoing basis.

3. Strategic responsibilities

- To ensure that Ecma continues to be a key player within the International standardisation systems for ICT & CE, and an attractive place for new standards developments, to the benefit and satisfaction of Ecma members.
- To ensure that Ecma members' requirements and priorities are gathered and addressed and that they understand and make use of Ecma's value. This requires regular dialogue with both member representatives and their own constituencies within the companies and organisations they represent.
- To keep Ecma at the forefront of technology so that it is attractive to existing and new members. To lead the effort to recruit new members, through increasing the international profile and positioning of Ecma in the ICT standardization domain. To actively try to acquire key players as new Ecma members by educating them about potential advantages of standardisation, while offering them assistance to establish new standards projects taking advantage of the Ecma high quality and high efficiency standards process.

Profile

The desired candidate should have experience and skills working in an international environment and in the area of business collaboration. The following provides an outline of elements for the candidate profile:

- Any person from any nationality may apply. The selected applicant, depending on his/her nationality and country of residence, may need approval by the Swiss immigration authorities. EU/EFTA nationality might be an advantage due to strict immigration and employment conditions in Switzerland.

(More details: https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu_efta-angehoerige/grundlagen_zur_arbeitsmarktzulassung.html).

- Proven management skills and experience; ability to motivate and direct a small team; financial responsibility; negotiation skills including at high level.
- Experience in working in multicultural environments, and willingness to adapt. Readiness to develop a thorough understanding of local laws and business culture of Switzerland.
- Extensive experience (in theory and in practice, including in leadership roles) in standardisation, including knowledge of the National, European and International standardisation systems, and of (some) Industry Fora; Good practice of the standardisation processes; practical experience with the tools commonly used in standardisation
- Knowledge and understanding of Intellectual Property Rights policies relevant to standardization
- Broad background knowledge of ICT is mandatory. Understanding of the European system of regulations and CE mark are an advantage.
- Fluency in English both written and spoken is mandatory. Good knowledge of French and/or German would be a strong advantage.
- Place of residence in Geneva; extensive travel is expected.
- A relevant university degree or equivalent.

Time schedule

Applications with detailed Curriculum Vitae in English, shall be received by the Ecma Secretariat, at the attention of Dr. Istvan Sebestyen, no later than 30 April 2018.

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