

# Secretary General for the AI, Data and Robotics Association (Adra)

This form is to apply for the position of Secretary General. Please complete this form, and send it along with your CV and motivation letter to: [sg-recruitment@adr-association.eu](mailto:sg-recruitment@adr-association.eu) .

Your Email:

## ABOUT THE AI-DATA-ROBOTICS ASSOCIATION (Adra)

Adra is a Brussels based European non-profit association (under Belgian law) with the mission to strengthen the bond between all stakeholders in the European AI-Data-Robotics (ADR) community, including industry, research, education, and policy makers. Adra presents the contractual counterpart to the European Commission for the implementation of the ADR co-programmed partnership. A basic principle of the association is openness, transparency, and inclusiveness.

Adra aims to develop and implement a strategy and roadmap for research, technological development and uptake, to create an innovation ecosystem for a strong European leadership on ADR, and for delivering maximum economic and societal benefit to Europe, its citizens, and its businesses. In particular to strengthen competitiveness and ensure industrial leadership of providers and end users of ADR-based systems and services, to encourage the widest and best uptake of these technologies and services for professional and private use, and to promote excellence of the European science base of creation of value from these technologies.

We are looking for a responsible, professional, efficient, highly motivated Secretary General (SG). The successful development of the Association is one of the main tasks on which the performance of the SG will be assessed.

## YOUR PROFILE

- Well organized person leading the process of developing Adra;
- Open, transparent and impartial. A bridge maker, a flexible empathetic connector with strong networking skills, able to operate in a complex, continuous changing multicultural and international environment;
- Strong verbal as well as written communications skills and a good listener, with the ability to represent and to explain the domain to different stakeholders (a.o. political, industrial and academic leaders);
- Affinity to the technology of artificial intelligence, data and robotics, with a good sense for innovation processes and knowledge how to create economic- and/or societal impact based on these technologies;
- Experience in governance of non-profit national or EU-organizations;
- Creative person with entrepreneurial mindset, able to develop innovation eco-systems;

- Seasoned person with experience of working in an international context with academia, high-tech industry and policy-makers.

## RESPONSABILITIES

The SG leads the operational implementation of the decisions taken by the managing bodies, is in charge of the association day-to-day operations and administrative management, and will be the spokesperson for Adra. The SG will have the following responsibilities in particular:

- Support the strategy development and implement the strategy defined by the Board of Directors;
- Organize events and representing the organization in official events;
- Actively contribute to the community building;
- Manage all operations including, meetings, projects, communication, staff, regular connection with the EC and anything the operation requires.

## OUR OFFER

- An interesting, challenging, and diverse employment in a motivated and small international team;
- A competitive remuneration package;
- The position is based in Brussels (Belgium), but part-time tele-working is an option. The work will have to be rendered where the needs occur, which means occasional European travel.
- The SG reports to the Board of Directors and the Adra president;
- Starting date: as soon as possible.
- More information on Adra: [www.ADR-Association.eu](http://www.ADR-Association.eu)

## Application Form

By proceeding with filling in this form you consent that your data will be used at the sole purpose of the selection of candidates for the described positions. After the selection is completed, all data related with applicants which are not selected will be deleted. Details on policies of data management follow GDPR requirement. If you continue with this application you agree with sharing your information within the Board of Director of Adra for the only purpose of the selection process.

### General Information

First Name:

Family Name:

Nationality:

Do you have an English recognized Certificate:

Other (if applicable)

## Education

In this part you will be asked information about your Education record

What is the highest degree you achieved:

Other (if applicable) :

Date of the Highest Degree :

Field of highest Diploma:

Other relevant Educational Experiences worth mentioning:

## Past Experience

Number of Managed Project in the past :

Number of organisations where you assumed an operational / technical position :

Number of organisations where you assumed a managing position :

## Background

Here you can indicate proficiency

AI :

Data:

Robotics:

ICT Tools:

Management of Organisations :

Chairing of Meetings :

Communication in person and with media :

You are kindly requested to send a **CV and motivation letter (both in PDF)** with your application

Send your application to: **[sg-recruitment@adr-association.eu](mailto:sg-recruitment@adr-association.eu)**