



**Vacancy for an Executive Director of the Central Management Unit
of the AAL Association (Brussels)**

We are

The AAL Association is the implementation body of the AAL Joint Programme. Its members are national funding authorities and agencies from actual 20 European Member States and two Associated States (Israel and Norway).

The objective of the AAL Joint Programme is to enhance the quality of life of older people and strengthen the industrial base in Europe through the use of Information and Communication Technologies (ICT).

The European Commission participates with a substantial financial contribution to the AAL Joint Programme on the basis of article 169 of the European treaty. The political process for this financial contribution included a decision from the European Parliament and the Council as well as a General Agreement between the European Commission and the AAL Association.

The AAL Joint Programme has the following specific aims:

- Foster the emergence of innovative ICT-based products, services and systems for ageing well at home, in the community, and at work, thus improving the quality of life, autonomy, participation in social life, skills and employability of older people and reducing the costs of health and social care. This may be based e.g. on innovative utilisation of ICT, new ways of customer interaction or new types of value chains for independent living services. The results of the AAL Joint Programme could also be used by other groups of people, namely the people with disabilities.
- Create critical mass of research, development and innovation at EU level in the areas of technologies and services for ageing well in the information society, including the establishment of a favourable environment for participation by small and medium-sized enterprises (SMEs).
- Improve conditions for industrial exploitation of research results by providing a coherent European framework for developing common approaches, including common minimal standards, and facilitating the localisation and adaptation of common solutions which are compatible with varying social preferences and regulatory aspects at national or regional level across Europe.

The AAL Joint Programme is set up for an initial period of a six-year funding programme (2008 – 2013) with the administration of projects presumably lasting until 2016. During this period, the planned total public funding is more than 300 Mio. € of which the European Commission provides a maximum contribution of 150 Mio. €.

As the AAL Joint Programme is an application oriented funding programme with a perspective of 2 to 3 years time to market after the end of a funded project, strong financial commitments are requested from project participants.

For further information please consult the following website: <http://www.aal-europe.eu>.



Vacancy note: AAL Executive Director

We propose

The Executive Director of the Central Management Unit represents the AAL International Association in all management related and in all but political, legal and political public relation matters. He/she shall perform his/her tasks with independence and shall be accountable to the Executive Board and the General Assembly of the AAL International Association.

The Executive Director is responsible for the management of the AAL Joint Programme, in particular for the activities as outlined and approved in the AAL annual work programmes. The function is crucial for the implementation and execution of the AAL Joint Programme.

The position of the Executive Director includes:

- provision of necessary preparations for the development of the AAL Joint Programme like studies, workshops and inputs from the Advisory Board,
- preparation and execution of the annual work programme, the annual budget plan and the financial planning and forecasting in close cooperation with the Executive Board,
- elaboration of the annual activity report, the annual accounts and balance sheets for submission to the Executive Board and the General Assembly
- preparation and execution of the budget of the AAL Association and ensuring that it is managed efficiently in conformity with legal texts of the AAL Association, e.g. the General and Annual Agreements with the European Commission, the Bilateral Agreement, the Rules of Internal Order including its annexes. In particular he/she has to take care that the European contributions and the national contributions to the AAL research activities are provided in a timely manner and their employment controlled effectively,
- day-to-day decision making and in particular, organising and managing the launch of calls for proposals, the process of evaluating proposals and the administration of funded projects together with the national coordinators (NCPs) of the AAL members,
- supervising the timely closing of grant agreements of AAL projects, the reporting and the periodic monitoring and follow up by the AAL national funding authorities,
- full responsibility and accountability for all activities and obligations of the CMU including the necessary staff and infrastructure of the CMU to carry out these activities,
- appointing and supervising the staff of the Central Management Unit and fostering a good team spirit and working environment,
- the competence to call for meetings of the Executive Board and provide documents and decision proposals directly to the Executive Board and the General Assembly
- attendance of meetings of the Executive Board, the General Assembly and the Advisory Board as an active participant but without voting rights
- communication with the public in relation to all matters within his/her mission.

We look for

He/she should have

- the capacity to develop a strategic vision for the AAL Joint Programme
- ability, experience and motivation to transform strategies into programmes and activities of the AAL International Association,
- ability to lead and motivate a team including administrative and technical, scientific personnel, in a European, multicultural and multilingual environment in a start-up context,
- management experience, preferably in a start-up and/or multicultural context,
- experience in the management of significant financial resources in a national, European and/or international environment and involving funding from public sources (which notably means in accordance with the accountability and transparency requirements that will need to be implemented by the AAL Association),
- knowledge of national, intergovernmental and/or European research and development programmes,
- ability to communicate effectively to the public and to build strategic working relations with all relevant stakeholders to ensure that the activities of the AAL joint programme form a coherent part of the European Research Area



Vacancy note: AAL Executive Director

- Excellent English language skills as English is the working language of the AAL International Association.

It will be an asset if he/she has

- experience in national or international programmes of assisted living or assistive technology development or programmes related to demographic change,
- an understanding of the functioning of national funding authorities and EU institutions,
- knowledge of EU policies and international activities of relevance to the activities of the AAL Joint Programme,
- experience in managing technology development projects in a European or international environment,
- experience in the implementation and management of programme and project related quality assurance and control systems as well as risk-management methodologies,
- experience and knowledge of regulatory policy and practice relevant to assistive technology systems solutions,
- excellent skills in written and oral communication as well as in negotiation,

Independence and declaration of interests

The Executive Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Conditions of employment

The AAL Association will not directly employ the Executive Director – at least not in the short term. Instead two alternative models are envisaged: The successful candidate shall be either hired via a secondment contract or via a service contract on a freelancer basis. In the first case, the AAL Association envisages to reimburse employer's cost to the seconding organisation and pay a top-up to the successful candidate.

The remuneration of the Executive Director will be adequate to the high responsibility and requirements of this function.

The initial employment period is fixed for a period of three years. After an evaluation of the Executive Director's performance, the Executive Board may extend the term of office once for a further period of not more than four years.

The place of employment is Brussels where the AAL Association and the Central Management Unit are based.

Equal opportunities

The AAL International Association applies a policy of equal opportunities and non-discrimination.

Selection and appointment

The Executive Board - with approval by the General Assembly - will appoint as the Executive Director a candidate who, beforehand, has been short-listed during the selection procedure, following the rules and procedures of the AAL Association for this type of recruitment.

Interviews shall be held during the month of July/August; the appointment of the Executive Director is foreseen to take place at the AAL General Assembly, scheduled for September 2009, with a start of the successful candidate in October 2009.

Application procedure



Vacancy note: AAL Executive Director

For applications to be valid, candidates must submit

- the application form (separate document)
- a letter of motivation and
- a curriculum vitae.

The CV should preferably be drafted using the European CV format. Candidates are requested to give details of the size, number of staff and nature of departments which they have previously managed.

Supporting documents (for example, certified copies of degrees/diplomas, references, proof of experience etc.) must not be sent at this point but at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in the English language.

Applications must be sent by e-mail to: application@aal-europe.eu.

Deadline for sending in applications is 14 August 2009.

Applications will be rejected if the dossier is incomplete or submitted after the deadline. Applications sent by postal services will not be returned.