



International Federation for Structural Concrete
Fédération internationale du béton

Secretary General (Executive Director)

The position of Secretary General, heading the offices of the **fib** in Lausanne, Switzerland, is vacant: the **fib** is seeking a highly motivated person with a strong interest in the association.

The Secretary General manages the secretariat of the **fib** with its staff. As such he/she is involved in all activities and the management of the federation. His/her responsibilities will include internal and external communication, editing and publishing of **fib** publications (bulletins, journal, **fib**-news, directory, website), participation in and preparation and coordination of **fib** conferences, **fib** awards, preparation of meetings of the Presidium/Technical Council/General Assembly/CEB Trust Fund, all matters for membership and commissions and task groups, representation of the **fib** President for all administrative, management and financial matters, co-operation with partner associations, and promotion of the **fib** in general.

He/she is expected to have a minimum of 10-15 years of experience in engineering and/or in activities related to structural concrete. The full-time position requires an excellent command of the English language. Since he/she will be based in Lausanne, Switzerland, at the headquarters of the **fib**, working knowledge of French would be beneficial. Start of employment is expected early in 2016.

Applicants should provide the following documents: Letter of motivation, curriculum vitae, copies of degrees, photo, and the names and contact details of three referees.

Applications should be made as soon as possible and not later than November 30th, 2015 and should be addressed to: Harald S. Müller, **fib** President, c/o **fib** secretariat, e-mail: fib@epfl.ch.

For general information on the **fib** please consult: www.fib-international.org. For any additional information on the position, please contact by email directly the **fib** Immediate Past President Gordon Clark: Gordon.Clark@ramboll.co.uk