

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of Legal & Internal Affairs

Duration: 2 year commitment

Application Deadline: 22 May 2021

Start Date: 01 July 2021

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of Legal & Internal Affairs

EMA is looking to appoint the Director of Legal and Internal Affairs Unit who will have overall responsibility for ensuring the lawfulness of EMA's operation and activities. The Unit ensures that EMA will strive towards safeguarding the association's interest in relation to all parties, whether within or outside it, by guaranteeing conformity with all laws and regulations. It deals with both internal and external stakeholders, such as, but not limited to: the Management Board, EMA members and volunteers, the European Commission, the Service Provider, and any external partners with whom EMA enters into strategic partnership or MoUs. Additionally, the candidate will be responsible for overseeing the creation and compliance of all internal and external administrative legal documentation and contribute to the legal awareness of the members.

Learn more about EMA's Units [here](#).

Candidate Profile:

Required

- Full Time Degree in Law or equivalent related discipline;
- 2+ year of professional/volunteering experience and/or experience in legal and internal affairs advisory while managing an NGO or such similar organization;
- Fluent communication skills in English, both verbally and in writing;
- Able to handle confidential matters and material with utmost excellence;
- Project management skills and IT literate, able to use project management and other tools such as Asana, Slack.

Preferred

- Knowledge of the administration of international organizations, including staff administrative regulations;

- Ability to identify strategic issues and opportunities and to set priorities;
- Managerial and leadership experience; ability to ensure effective and cohesive team performance with people of different cultural and religious backgrounds, different gender and diverse political views;
- Understanding of Belgian law or French law will be an added advantage;
- Detailed knowledge about GDPR and other legal regulation is an additional plus.

Responsibilities:

- Ensure EMA complies with all necessary legal requirements;
- Develop and implement mechanisms to provide necessary legal advice on multi-disciplinary and legal matters to the Management Board and the EMA Volunteers;
- Provide legal advisory and assistance with regard to interpretation and application of applicable laws and rules to EMA;
- Compliance to GDPR of all the activities done in the name of EMA;
- Provide legal advisory services to the President/Vice-President, Directors of Management Board and the Advisory Board on questions relating to the legal status of EMA and its officials, in particular the privileges and immunities applicable to the different executive structures or operational issues related thereto;

For detailed objectives and functions of the Legal and Internal Affairs Unit, refer to [EMA's Internal Regulations](#), clause 2.

Potential Benefit

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the community portal;

- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.

Submit your application [here](#)!