



Secretary General

European Association of Hospital Managers

Job Specification

Job Title:	Secretary General, European Association of Hospital Managers The working hours are full-time, with some flexibility negotiable depending on the candidate's experience.
Closing Date for Applications:	12 December 2025
Proposed Interview Date(s):	to be discussed
Start Date:	A start date will be agreed following the conclusion of the contract.
Job Location:	To be agreed with the successful applicant.
Informal Enquiries:	Email: sg@eahm.eu.org
Details of the European Association of Hospital Managers:	<p>The European Association of Hospital Managers is a Pan-European non-profit and non-political umbrella organization of the national and regional organisations of Hospital Managers/Healthcare Executives.</p> <p>The European Association of Hospital Managers (EAHM) was founded in 1970 under French law. It is the umbrella association for leading hospital management associations in the European countries representing over 16,000 individual members. The EAHM serves explicitly and exclusively the public interest. It does not pursue any political, economic nor confessional goals.</p> <p>The EAHM is one of the world's largest hospital management associations. It represents both the hospital managers of public and private hospitals in the European Union and at international level.</p> <p>EAHM Mission:</p> <ol style="list-style-type: none">1. We consider the mission and responsibility of Hospital Chief Executive Officers/Hospital Managers.2. We contribute to their professional competence and responsibility.3. We share good practices, expertise and good Care Pathways.4. We network across the Association to share knowledge and experience.5. We support members as they navigate difficult situations.6. We influence European Union-wide legislation and regulation.7. We promote the EAHM on European and International level.
Reporting Relationship:	The Jobholder will report to the President and/or the Vice President of the EAHM as appropriate.
Job Purpose:	<p>The Secretary General will act as a public face for the association and is responsible for giving direction and clarity to the Associations strategic development.</p> <p>The Secretary General will also support the President of the EAHM in ensuring the smooth functioning of the Association, its Committees, Sub-Committees and Working Groups.</p>
Principal Duties and Responsibilities:	<p>Duties include:</p> <ul style="list-style-type: none">• Be a non-Executive member of the EAHM Board.• Advise the Association on all aspects of its strategic development.



	<ul style="list-style-type: none"> • Act as an ambassador for the Association in meetings with its Committees, Sub-Committees, Working Groups and external bodies such as the EU, WHO, etc. • Attend all Board meetings and Executive Committee meetings. • Manage the planning and delivery of the Association's established Committees and Sub-Committees in the best interests of its members. • Build effective, constructive relationships with internal and external stakeholders. • Draw on international Health Care trends to build and enhance capabilities within the Association. • Continue to develop and maintain a strong reputation for the Association. • Facilitate a culture within the Association that inspires and motivates its members. • Seek to grow membership of the Association. • Exercise financial control and budgetary management of the Association, in responsibility with the treasurer • Represent the President and/or Vice-President of the Association at meetings as required. <p><i>The above list of duties is not intended to be a comprehensive list of all duties involved and consequently, the jobholder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the job while in office.</i></p>
Qualifications and/or experience:	<p>The post is open to all candidates with the following qualifications/experience:</p> <ul style="list-style-type: none"> • Solid track record of strong leadership in a Health Care organisation of comparable size; • Experience of establishing, managing and developing collaborative working relationships with a range of internal and external bodies; • Experience and understanding of international communications issues, policy and technology; • A track record of negotiating, influencing and persuading others at a senior level both internally and externally; • Strong administrative and financial skills demonstrated in a senior strategic role; • Effective communication at all levels often covering complex and wide-ranging subjects. • A good level of spoken and written English, French and German is an advantage. <p>A 3rd level qualification in a Health related field would be an advantage.</p> <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
Skills, competencies and/or knowledge:	<p>Leadership & Direction:</p> <ul style="list-style-type: none"> • An effective leader and a positive driver for change; transforms the EAHM vision into a framework and structures for moving forward. • Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long-term objectives of the EAHM across Europe. • Ability to balance change with continuity and strives to create an environment that encourages creative thinking within the membership of the EAHM and to



	<p>maintain focus, intensity and persistence, even under increasingly complex and demanding conditions in which the EAHM operates.</p> <p>Working With And Through Others (Influencing To Achieve):</p> <ul style="list-style-type: none"> • Demonstrates the ability to work independently as well as work with the wider Membership of the Board, Executive Committees and the Sub-Committees of the EAHM. • Is persuasive and effectively sells the EAHM vision; commands attention and inspires confidence for the association. • Sets high standards and puts their work, and the work of the EAHM into meaningful context. • Have excellent influencing and negotiation skills to deal with external agencies such as EU, WHO, etc. <p>Managing & Delivering Results (Operational Excellence):</p> <ul style="list-style-type: none"> • Places strong emphasis on achieving high standards of excellence for the Association. • Commits a high degree of energy to well directed activities, looks for, and seizes opportunities that are beneficial to achieving agreed goals of the EAHM, the Board, Executive Committee and their Sub-Committees. • Perseveres and sees the various tasks through to completion. • Measures performance when delivering results for the EAHM • Takes personal responsibility to initiate activities, and drives EAHM objectives through to a conclusion. <p>Critical Analysis & Decision Making:</p> <ul style="list-style-type: none"> • Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems. • Recognises when to involve other parties (at the appropriate time and level). • Is willing to take calculated risks in the interests of furthering the objectives of the EAHM and works with the agenda. • Makes timely decisions and stands by those decisions as required. <p>Building Relationships & Communication:</p> <ul style="list-style-type: none"> • Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaises with individuals, Member Associations, and groups internally and externally as required. • Is committed to expanding the professional network of the EAHM to ensure it remains up-to-date and influences internal and external politics. • Is committed to working co-operatively with all Member Associations and influences Senior Full Members, Associate Members and Affiliate Members to drive forward the EAHM agenda.
Remuneration	<p>The Remuneration scale for the post (including all related taxes and social contribution) is 60.000€ per annum approx.</p> <p>It is the individual's responsibility to comply with the tax rules of his or her country/region.</p> <p>Costs incurred to include Business Travel/Hotel Accommodation/Conference, etc. will be reimbursed up to 15.000€ approx.</p>
Tenure	The contract will be for a 5-year period.
Probation	The appointee shall be subject to a probationary period of 9 months. The board and the executive committee will approve the appointment.