



## Job Profile – Secretary General of METREX

### About METREX

METREX – the Network of European Metropolitan Regions and Areas – brings together over 50 metropolitan regions and areas across Europe. Since 1996, METREX has provided a platform for the exchange of knowledge, expertise and experiences on metropolitan governance, strategic planning and sustainable development, while also giving Europe's metropolitan dimension a stronger voice in EU policy.

### Role

The Secretary General is the senior executive officer of METREX, responsible for the overall management and development of the network. Working closely with the President and the Managing Committee, the Secretary General ensures that METREX delivers value to its members, strengthens its impact at European level, and operates with professionalism, transparency and efficiency.

As METREX has **no permanent office**, the position is carried out **primarily remotely**, requiring excellent digital collaboration skills and the ability to work autonomously in a distributed environment.

**Legal disclaimer:** *The Secretary General is responsible for the operational management of METREX under the authority of the Managing Committee. The role covers the implementation of decisions and day-to-day administration, without prejudice to the statutory and legal responsibilities of the Association's governing bodies.*

### Impact of the role

The Secretary General will play a **key role in ensuring the continued relevance and impact of METREX**, supporting metropolitan regions and areas in navigating today's most pressing challenges – from **climate adaptation** to **digital transformation** and **inclusive urban development**.



## Main responsibilities

- **Strategic leadership:** support the Managing Committee in defining and implementing METREX's strategic direction, ensuring alignment with members' priorities and European policy agendas.
- **Representation support:** assist the President and the Managing Committee in representing METREX vis-à-vis EU institutions, partner networks and other stakeholders, by preparing background materials, maintaining contacts, facilitating networking opportunities, and ensuring effective follow-up.
- **Governance & accountability:** coordinate the annual work programme and KPIs; prepare agendas, minutes and materials for the Managing Committee and the General Assembly; ensure delivery tracking and timely reporting.
- **Membership services:** act as the primary point of contact for members, supporting their needs with professionalism and care; foster exchanges of knowledge and cooperation.
- **Membership development & CRM:** drive member recruitment and retention; oversee onboarding, membership database integrity, invoicing and dues collection.
- **Organisational management:** oversee the administration, legal compliance and finances of the network, including budgeting, accounting, reporting and membership contributions.
- **Financial oversight:** ensure sound financial management of the association, including budget preparation, monitoring of expenditures and revenues, and compliance with legal obligations. Oversee financial reporting related to EU-funded projects and guarantee transparent accountability to members and partners.
- **Risk & compliance:** maintain a light risk register; ensure conflict-of-interest disclosures, procurement controls and adherence to the Code of Conduct.
- **Data protection & information security:** ensure GDPR compliance, records management and secure use of collaboration platforms (Teams/SharePoint).
- **Programme delivery and event operations:** plan and deliver the bi-annual conferences, General Assembly, Managing Committee meetings, workshops, webinars and other member activities. Responsibilities include programme design, speaker and partner liaison, supplier procurement, budgeting, accessibility standards and hybrid/AV arrangements.
- **Networking:** maintain close relations with other European networks and associations active in urban and metropolitan governance, fostering partnerships and synergies.
- **Communication and ICT:** manage METREX's communication channels (website, newsletters, social media) and oversee the use of **digital platforms (Teams,**



**SharePoint, Office suite, project management tools, AI-based meeting tools)** for collaboration and knowledge sharing. Prepare reports, policy papers and other publications.

- **People and contractors management:** coordinate a small Secretariat and manage external providers (events, communications, accounting), setting objectives, budgets and performance reviews.

## Profile of the ideal candidate

The ideal candidate will be:

- Able to work effectively in a **remote, international environment..**
- **Fluent in English** (C1 level minimum) and in at least one other European language (Italian, Spanish, French or German would be an asset).
- **Deeply familiar with the public sector**, with knowledge of metropolitan governance as a strong plus.
- **Experienced in managing an organisation** from an administrative, legal and financial perspective, including budgeting, compliance and membership relations (at least 3 years in a leadership/management role).
- **Solid understanding of financial management in international associations**, including budget preparation, accounting, monitoring of cash flows and membership contributions.
- **Proven knowledge of EU-funded project reporting systems** and financial monitoring requirements, ensuring accuracy and transparency.
- **Competent in ICT and digital collaboration tools**, including MS Teams, SharePoint, Office suite, CRM/CMS, online conferencing platforms and AI-based meeting management tools.
- **Experienced in organizing events**, including international conferences, annual assemblies, workshops and hybrid meetings.
- **Familiar with European networks and associations** active in metropolitan and urban policy.
- **Hands-on team leadership**, including managing small remote teams and external providers.
- **Organised and autonomous**, able to support the Managing Committee and serve a diverse membership.
- **Willing to travel** regularly within Europe.
- **Open and approachable**, with excellent interpersonal and communication skills.



- **Values-driven and resilient**, with strong personal commitment, integrity and work ethic.

## Additional assets

- Knowledge of European policy agendas relevant to metropolitan areas (EU Green Deal, Territorial Agenda 2030, Urban Agenda for the EU, New European Bauhaus).
- Experience with EU programs and project acquisition (e.g. Horizon Europe, Interreg, Urbact, CEF).
- Fundraising and resource mobilization skills (grants, sponsorships, membership growth).
- Strategic communication and advocacy experience, including drafting position papers, policy briefs or publications.
- Experience with CRM (e.g., CiviCRM, Salesforce), CMS (e.g., WordPress) and accounting packages.
- Experience in European networks, international associations or public organisations.
- References from public administrations or international bodies.
- Academic background is flexible; a PhD or postgraduate qualification may be considered an asset, but motivation and track record matter most.
- Demonstrated ability to engage with diverse cultural and institutional contexts.
- Brussels-based
- Professional experience or academic background in spatial planning, territorial development or related fields would be considered an asset.

## Working conditions

This is a **remote-first** position with flexible schedule. Occasional evening or weekend work may be required around events or governance meetings. Regular travel within Europe is expected, in line with METREX's **green travel policy**.

## Eligibility & contract

This position is offered under a services contract as an independent contractor, not as an employment contract.

### Workload:



The role corresponds to an average workload of 4 days per week, equivalent to approximately 176 working days per year.

**Fee:**

The monthly service fee is €6,000 (excluding VAT), corresponding to an annual amount of approximately €72,000, based on the above workload.

In addition to the monthly fee, the Contractor will receive two fixed additional fees of €4,000 each, linked to the organisation of METREX's two annual conferences. These fees will be included in the service agreement.

**Expenses:**

Travel, accommodation and other reasonable expenses directly related to METREX activities (meetings, conferences and events) will be reimbursed separately, in accordance with METREX rules and upon submission of appropriate supporting documents.

**Contract duration and review:**

The service agreement will be concluded for an initial period of 24 months, with an annual performance review. The agreement may be renewed subject to satisfactory performance, organisational needs and budget availability.

**Tax and social security obligations:**

The Contractor shall be solely responsible for any tax, VAT, social security and insurance obligations applicable in their country of residence.

**Eligibility:**

Candidates must have the right to work in their country of residence and be able to travel regularly within Europe.

## Application Instructions

**How to apply**

Interested candidates are invited to submit their application within 30 days of the publication of this call to:

 [viviana.rubbo@eurometrex.org](mailto:viviana.rubbo@eurometrex.org)

The application should include:

- ✓ a motivation letter
- ✓ a curriculum vitae



- ✓ relevant work samples or portfolio (where applicable)

**Publication**

This call is published on the METREX website, on LinkedIn, and circulated via the METREX members' newsletter.