



— **Secretary General**

Association of Chocolate, Biscuits &
Confectionery Industries of Europe.
CAOBISCO

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Dober Partners
Executive Search
& Consultancy

About CAOBISCO

Founded in 1959, CAOBISCO represents the interests of companies producing chocolate, biscuits, and confectionery across Europe.

CAOBISCO represents over 14,000 companies, 99% of which are SMEs, employing more than 280,000 people with an annual turnover of over €59 billion. CAOBISCO has safeguarded Europe's unique culinary heritage, ensuring that consumers can continue to enjoy safe, innovative, and high-quality products. The association has also been instrumental in shaping EU policies on sustainability, trade, and consumer protection, always with the aim of creating a competitive and responsible environment for our members.

CAOBISCO's direct members include national associations and international companies (Barilla, Barry Callebaut, Ferrero, Mars, Mondelez International, Nestlé and Perfetti Van Melle).



The main purpose of the Secretary General is to advance the objectives of the Association, which are in summary :

- Promotion of a spirit of European solidarity between CAOBISCO members.
- Promotion, defence and representation of the common interests of CAOBISCO members toward all European Union institutions, which influence their business performance in the areas of raw materials, trade, and related legislation.
- Negotiation, on behalf of its members, with the European Union and the various relevant European Associations in the agricultural and food sector.

The key performance areas of the job of Secretary General of CAOBISCO can be directly linked to these objectives as follows :

1. External networking

The Secretary General should continuously develop their network with the relevant European Union authorities, institutions and organisations, to be able :

- To follow what is happening in real time
- To gain advance intelligence on possible developments
- To ensure awareness of CAOBISCO 's views and positions
- To eliminate any obstacles for the development of our industries

The Secretary General should represent the Association whenever required, and should be a person with whom people want to share information, by building a reputation for integrity and good judgement.

2. Managing the Secretariat

The Secretary General is responsible for the management and functioning of the Secretariat in terms of creating a positive working environment, securing adequate staffing, job descriptions, agreed responsibilities, training, rewards and motivation. The Secretary General should continuously look for improvements in efficiencies, cost benefits and quality of outputs and outcomes.

As part of a smooth and efficient operation of the Secretariat, the Secretary General should ensure that there is an adequate and up-to-date digital infrastructure, with capabilities for easy handling of incoming and outgoing information and efficient storage and retrieval.

3. Supporting the Committees

The Secretary General should organise support to the various Committees such that they can operate in a productive and efficient manner. The Secretary General will assign the primary Advisors to the Committees, whilst ensuring top-line knowledge of the main files and issues.

4. Internal communication

The Secretary General reports directly to the President, who acts on behalf of the members of the Association. They should keep him aware of their activities, progress and issues encountered, with a frequency and in a way to be agreed.

The Secretary General is also responsible for staying in contact with the members of the Association.

5. Managing the finances

The Secretary General is responsible for close monitoring of the finances, including control over income and expenditures. They should be able to produce, with an agreed frequency, a reliable overview of the financial status of the Association. They should report anomalies and propose corrective actions. They will have an agreed expense signing procedure with the President, and will consult the President prior to making any significant financial commitments.

6. Vision

The Secretary General supports the development, together with the President and whoever is involved, of a vision for the future of the Association, covering purpose, structure, finances, and relationships with other organisations/associations.

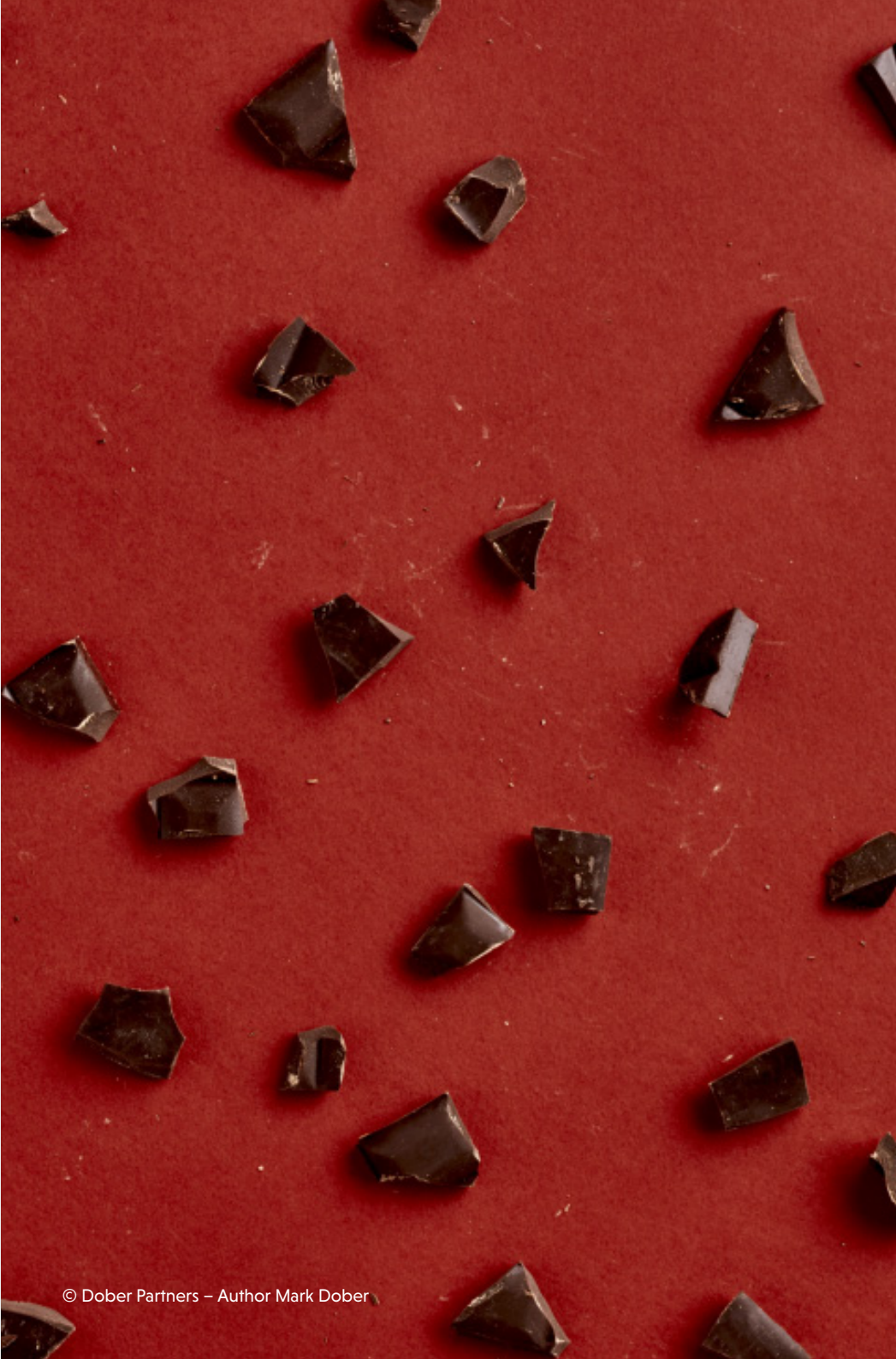
7. Key attributes

The ideal candidate will possess the following attributes:

- Excellent communication and networking skills
- Authority and integrity
- Self-motivated, without much supervision
- Inspiring leader of the Secretariat team
- Good internal communicator
- Driving force and pro-active
- Multilingual, at least fluent in French and English
- Experience in, and affinity with the food industry



Recruitment Process



The Executive Search firm Dober Partners has been retained to support CAOBISCO 's leadership select a shortlist of prospective candidates against the criteria set out in this document. Shortlisted candidates will be invited to interview with the President and Vice -President of CAOBISCO in Brussels on 18 November.

If you wish to apply for this exciting position, please send your CV and 1 page motivation letter to the Dober Partners – CAOBISCO Search team below, as soon as possible:

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