

COCIR is looking for a Secretary-General

COCIR is the European Trade Association representing the medical imaging, health ICT and electromedical industries; see www.cocir.org for more information. Founded in 1959, COCIR is a non-profit association headquartered in Brussels (Belgium). In 2007, COCIR opened a satellite office in Beijing: the COCIR China Desk¹. COCIR's focus is to represent the interest of the industry in the sector with European institutions and policy makers, and to strive for a global level playing field for the medical device industry in the interest of public health. COCIR is active on areas like regulatory, technical (including product safety and security), market intelligence, environmental, standardization, research and innovation, international, and legal. COCIR is also a founding member of DITTA, the Global Diagnostic Imaging, Healthcare IT and Radiation Therapy Trade Association (<http://globalditta.org/>).

The role:

Accountabilities

The Secretary-General is the head of the Association, and the operational head of the Brussels Office. This function is subject to the directions of the COCIR Board, which reports to the COCIR General Assembly.

The Secretary-General is expected to:

- Develop the strategic agenda for COCIR and the COCIR China Desk in consultation with the COCIR Board
- Develop and deploy rolling 3-year budget for COCIR and the COCIR China Desk
- Organise meetings of the General Assembly and the COCIR Board
- Drive and coordinate COCIR activities to optimally represent the Association and ensure its interests are well respected and advanced
- Expand the current membership base
- Develop concepts to ensure COCIR is recognized as relevant source of ideas and information on healthcare matters and constructive partner for policymakers and authorities
- Manage COCIR staff and, together with them, ensure effectiveness of the COCIR Focus Groups and Task Forces

External Representation of COCIR

The Secretary-General is the primary voice of COCIR and represents the Association vis-à-vis policy makers and external stakeholders in healthcare. Such is especially relevant for strategic policy setting for the industry sector, including European research funding and large-scale infrastructural investment programmes.

The Secretary-General maintains the strong relationship COCIR has with its members and with stakeholders involved in the domain of COCIR such as European institutions, international policymakers, scientific societies and healthcare professionals, patient groups, media, and related industry associations.

¹ Within the limits of strategic plan and budget, as agreed by the COCIR GA, the COCIR China Desk is autonomous in its operation, yet in close consultation with COCIR Europe.



The Secretary-General represents COCIR in DITTA as Board Member and as vice-chair or chair, depending on whether COCIR is chairing DITTA (2-year terms, rotating between Japan, USA, and Europe). In this role, the Secretary-General is also actively involved in external organisations such as IMDRF (www.imdrf.org) and GHWP (www.ahwp.info).

Candidate Profile and Capabilities

The successful candidate is expected to be sharp and focused on delivering measurable results, on providing visions for the sector, and on operational leadership. The COCIR Board is looking for a professional with academic level, and experience in industry and/or industry associations, with a strong preference for the medical devices sector. A strong network in the medical device industry as well as in EU and international institutions is a major asset.

Outgoing personality, self-motivated, inspiring, and solid team-building leadership skills are required, as well as being comfortable to speak for large audiences and with high-ranking officials in both industry and public policy.

Fluent in written and spoken English, with good command of at least one EU language, preferably French.

Willingness for international travel up to 30%.

Application Process

Applications for this post in form of cover letter and CV should be addressed no later than **31 August 2021** to the attention of the COCIR Board at the following email address: jobs@agoria.be. Applications are expected to include reference letters in support of the application.

COCIR is an equal opportunities employer.

COCIR, the European Coordination Committee of the Radiological, Electromedical and Healthcare IT Industry