



AVERE

European Association for Battery, Hybrid and Fuel Cell Electric Vehicles

Terms of Reference for new staff member

AVERE – founded in 1978 - is a European network comprised of members including Users, NGO's, Associations, Interest groups, Public Bodies, Research & Development entities, Vehicle and Equipment Manufacturers, Electricity Utilities.

Its main objective is promoting the use of Battery, Hybrid and Fuel Cell Electric Vehicles - individually and in fleets and for priority uses – in order to achieve greener mobility for cities and countries.

The main activities to achieve these objectives are related to dissemination, networking, monitoring, participation in European and multilateral projects, lobbying, research and development, among other. In public policy advocacy AVERE presents the electric drive industry's and R&D bodies' concerns to the European Commission.

AVERE is a federate and decentralized structure (with a President, 3 Vice-presidents and a Secretariat in Brussels) with **17 National Associations**, two European networks: CITELEC - Association of European Cities interested in Electric Vehicles and **Eurelectric** - Union of the Electricity Industry, as well as direct members, with more countries including new member states in the process of joining. In total there are over 1000 direct and indirect members.

AVERE – concerning Europe and Africa - forms the World Electric Vehicle Association (**WEVA** <http://www.wevaonline.net/>) together with [EVAAP](#) - covering Asia Pacific and [EDTA](#) - covering the Americas.

AVERE has the property rights and organizes the periodic Electric Ele-Drive Transportation conferences (past **EETs'** in Portugal/Cascais, Brussels and Geneva) and together with WEVA twenty-four EVSs' in 40 years of **World Electric Vehicle Symposiums**. It also collaborates in regional events in different countries and in many specialized conferences and workshops.

Currently, AVERE is looking for a staff member whom, after a period of experience could be nominated to be its Secretary-General; he will work under the orientation of the AVERE president and its bureau, with the following key responsibilities:

1. Administration and coordination of the association's activities:
 - Organisation of meetings
 - Management of financial administration and accounting
 - Information exchange / communication with national sections
 - Database management of contacts and partners
2. Information and knowledge:
 - Database of events
 - Contents and management of the website
 - Monitoring of the latest evolutions on electric vehicle developments and introductions into market
 - Follow up of new European legislation/ incentives related to electric vehicles
3. Organisation and preparation of international conferences, in particular EETs and EVSs
4. Actions related to research projects – especially on European level - and initiatives, in the field of sustainable mobility
 - Management of existing and preparation of new projects
 - Search for project opportunities and partners
5. Reports regularly to the Bureau, the Board and the General Assembly of AVERE

These tasks would require a total of approximately six man-months per year (half time job at the beginning, with possible evolution to a full time job depending upon success of projects)

An adequate candidate should have:

- Thorough knowledge of electric and hybrid-electric vehicles, and affinity with mobility issues.
- Experience in international project management.
- Communication and diplomatic skills.
- Flexibility to work outside the strict job description parameters, thinking creatively about how to provide the highest level of member service
- Thorough experience in a technology driven industry branch
- A university degree, preferably PhD
- Experience with research projects funded by the European Commission and other organisms
- Preferably resident in the Brussels area, in order to fulfil his tasks at the registered office of the Association.

To apply, please forward a copy of your CV with a supporting covering letter via e-mail, to the AVERE President Robert Stussi [rstussi@gmail.com]; candidacies will be treated confidentially
Mobile Phone +351 96 86 900 30 Skype: Stussi_robort

The deadline for the submission is February 20th, 2010

The starting date for the activity will be as soon as possible