

## IA|BE General Manager – Job Description

The Institute of Actuaries in Belgium (IA|BE) is looking for a General Manager.

The objective of IA|BE as professional association is:

- to defend the professional interests of its members and contribute to their professional development;
- to defend the interests of the profession of actuary and contribute to the further development of the profession of actuary;
- to put the interests of the members first when carrying out its activities.

The task of the General Manager is to ensure the continuity and further development of IA|BE's activities. Under the supervision of the IA|BE Board, the General Manager plans, oversees, and manages IA|BE's day-to-day activities. The General Manager is appointed by the Board and leads the permanent secretariat.

The responsibilities of the General Manager include the following:

- **Implementation of the strategy**

Considering the needs of the IA|BE members, actuarial developments, and social, demographic, technological, economic, and political issues, the General Manager will:

- Draft the implementation plan related to the strategy decided by the Board;
- Ensure the execution of the strategic plan approved by the Board through the implementation plan, and oversee its implementation to guarantee alignment with the decisions made;
- Periodically review the implementation plan to respond to internal and external factors, and advise the Board on appropriate amendments of the strategic plan;
- Identify internal and external factors that may impact the Institute and inform the Board accordingly;
- Act as a professional advisor to the Board on all aspects related to the Institute's activities.

- **Human Resources Management**

To foster a work environment that enables the realization of the Institute's objectives, the General Manager shall:

- Lead the permanent secretariat;
- Ensure the staff allocation aligns with the needs required for the implementation plan and remains within the approved budget;
- Manage this staff in accordance with the values and objectives of the Institute, applicable laws and regulations, and the agreements signed with all staff categories;
- Ensure a positive, constructive and collaborative work environment;
- Follow up people management processes;
- Prepare job descriptions, conduct recruitment interviews, and select employees who possess the appropriate technical and personal qualifications to fulfil the Institute's mission, with the view on recruitment, subject to Board approval;
- Implement a performance management system for the entire staff, including regular monitoring of employee performance and annual appraisals;
- Provide support and mentorship for staff, as needed, to improve their effectiveness.

## • **Operational Management**

The General Manager supervises:

- The preparation and organization of the meetings of the Committees, Board and General Assembly; the General Manager attends the meetings of the Board and General Assembly and where needed of the Committees;
- The support provided by the permanent secretariat to the Working Groups and Task Forces; the General Manager attends, where needed, the meetings of the Working Groups and Task Forces.
- The development and implementation by the permanent secretariat of training programs that meet the needs of the members and of potential external third parties, under the supervision of the Education Committee;
- The support provided by the permanent secretariat to research-related activities, the General Manager shall establish the necessary structures and working environment to facilitate their execution.
- The ICT activities, bringing the IT systems up to standard and optimising IT management;
- The administrative activities related to the Institute's operations;
- The preparation of presentations and meetings with stakeholders;
- The management of IA|BE's files and archive.

## • **Financial Management**

To ensure the sound management of the Institute's assets, the General Manager will:

- Prepare and propose the annual budget and capital allocation to the Board who decides on the final budget (to be approved by the General Assembly), and ensure proper follow-up of budget consumption (quarterly updates);
- Develop and finetune policies, programs, and structures to safeguard the Institute's assets and to ensure the adequate and efficient use of financial resources;
- Supervise the management of liquid assets, accounting, and administrative oversight of investments following the investment guidelines approved by the Board;
- Ensure proper follow-up of all official documents (e.g. publications in the Belgian Gazette, Crossroads Bank for Enterprises, UBO, banking mandates, tax declarations, etc.), invoicing, membership fee payments, seminar participation payments, transfers to IAA and AAE, etc.;

Clear delegation rules regarding the management of expenses by the GM will be decided by the Board.

## • **Members Management: Relationships and Communication**

Under the supervision of the General Manager, the permanent secretariat ensures the coordination of the Institute's daily operations with respect to members management. The General Manager supervises:

- The quality and responsiveness to members' needs and inquiries;
- Keeping the membership database up to date;
- The preparation of the files for the admission of new members, for approval by the Accreditation Committee;
- The preparation of the files for granting members the qualification of IA|BE Qualified Actuary, for approval by the Accreditation Committee;
- The communications prepared to share with members;
- The information flow to members, including through IA|BE's website;
- The sharing of job postings with members;
- The initiatives to increase members' involvement in the Committees, Working Groups,... of the Institute.

## • **Governance and Compliance**

As governance forms a cornerstone of our Institute's ability to deliver on its strategic objectives, the General manager plays a key leadership role in upholding and strengthening this foundation through

- Ensuring full compliance with the Institute's bylaws, house rules, and internal policies;
- Drafting and maintaining procedures, guidelines, and new policies to reflect legal requirements, organizational needs, and best practices;
- Keeping governance documentation accurate and up to date;
- Supporting the Board, Committees and Working Groups in decision-making processes by providing clear, compliant, and accessible governance frameworks;
- Promoting a culture of accountability and integrity across operations and staff;
- Aligning internal practices with the mission, vision and strategic objectives of the Institute.

This governance responsibility not only safeguards organizational integrity, but also empowers sustainable growth, members and stakeholders trust, and effective strategic implementation.

## • **Collaboration, Values, and Ethical Leadership**

To successfully fulfil the mandate, the General Manager cultivates a values-driven and inclusive leadership style, rooted in trust, cooperation, and institutional integrity. Key responsibilities include:

- Establishing and nurturing strong, collaborative relationships with the Board, members and key stakeholders;
- Fostering team engagement by actively involving staff and volunteers in the various IA|BE activities;
- Ensuring that all governance and operational practices consistently reflect IABE's core values, ethical standards, internal policies, and strategic objectives.

This competency is essential to building a cohesive organizational culture and maintaining credibility both internally and externally.

## • **Maintaining External Contacts**

The General Manager, together with the Chair and Board, ensures:

- Liaison with regulatory authorities (such as NBB, FSMA);
- Follow-up and collaboration with other Belgian associations and international actuarial associations (KUL alumni, AABR, ASALV, VUB alumni, IAA, AAE, ASTIN, AFIR, EAA, ...);
- Any communication with the press;
- Relations with other organizations in the sector (Assuralia, PensioPlus, BVVM,...);
- Engagement with universities;
- Contact with related professional associations (IBR, BEPLA,...)
- Official correspondence together with the Chair and Board, in the name of the Board, when circumstances justify it;
- Representation of the Institute, in agreement with the Chair, at external events to enhance IA|BE's visibility.

## Profile

The General Manager must possess in-depth knowledge of the Belgian actuarial landscape and understanding of the functioning of the Institute. Additional required competencies and skills include:

- **Strategic vision:** ability to develop a strategic vision to advise the Board on strategic and implementation plans;
- **Leadership and team building:** capable to inspire a small team, foster collaboration and engage volunteers; capable to work autonomously as well as in a team environment;
- **Dynamic and pro-active;**
- **Communication skills;**
- **Organizational talent;**
- **Hands-on mentality:** ready to jump into operational tasks or member support where needed;
- **Problem-solving:** navigating daily management challenges with creativity and resilience;
- **Financial stewardship:** ability to prepare and follow up budgets and financial reporting, demonstrating accountability and strategic oversight of financial resources;
- **Member-centric attitude:** prioritises member satisfaction, engagement and value delivered across all touchpoints, builds trust with members;
- **Governance mindset:** attaching great importance to governance, being eager to strengthen the Institute's governance;

- **Integrity and ethical leadership:** leads with authenticity and fairness, fosters a culture of trust, transparency and accountability;
- **Stakeholder management:** builds trust-based relationships through consistent, transparent and empathetic communication; ability to represent the Institute confidently in high-stakes discussions with regulators, partners, media and member communities; navigates complex dynamics with diplomacy and tact, ensuring mutually beneficial outcomes;
- **Languages:** proficiency in Dutch, French and English;
- **IA|BE membership:** preferably being a member of the IA|BE.

While this role might not be necessary a full-time position, we expect the General Manager to allocate a substantial portion of his/her professional focus to IA|BE. The specific workload will be agreed upon with the selected candidate, taking into account the composition of the Permanent Secretariat.

Regardless of any other professional engagements, the General Manager's responsibilities to IA|BE shall take precedence, and in the event of any conflict of interest, the best interests of the Institute shall remain paramount.

This role also requires flexibility to work in the evenings, depending on meetings and events.

## Contact

If you are interested in fulfilling this vacancy, please send your motivation letter and CV **before 30 August 2025** to

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