

Senior economic policy officer - Consulate General of The Netherlands in Chicago

Do you have an entrepreneurial mindset and are you familiar with doing business in the USA/Midwest and the Netherlands? Are you a creative, pragmatic, and result oriented person who prefers work that challenges and makes a difference within a flexible and supportive environment? Then we might have a great job opportunity for you!

The Netherlands Consulate General in Chicago is looking for a senior economic policy officer. Having a thorough understanding of entrepreneurship and the ins and outs of doing business in the US, particularly in the Midwest, he/she is one of the principle advisors to the consul general and his deputy and responsible for the promotion of exports and investments from The Netherlands in the Midwest of the US.

The Netherlands Consulate General in Chicago supports Dutch companies (with a focus on small and medium sized enterprises) in the US market, particularly the Midwest. It provides market information, identifies opportunities and connects interested parties in the public and private sector. The CG has a small team of highly motivated staff; each staff member is functioning with a large degree of independence and is responsible for a part of the collective results. Lines are short and the atmosphere is informal.

RESPONSIBILITIES

The professional will support the Consulate's efforts to promote economic cooperation and exports from the Netherlands to the area of responsibility of CG Chicago. He/she will provide excellent practical support to Dutch companies that are active in the jurisdiction or desire to become active. The professional will contribute to a strong and well-functioning network of relations, both within the jurisdiction and in The Netherlands, which will facilitate and enable the achievement of economic and trade objectives. He/she will also contribute to the general functioning of the CG Chicago.

Specific responsibilities will include:

- Participate in and contribute to the development and to the efficient and successful implementation of the Dutch economic policy agenda in the (Midwest of the) US in general and of the annual economic work plan of the CG in particular. This work plan is focused on 5 priority areas for Dutch businesses: urban function, including smart mobility and smart cities, advanced manufacturing, life sciences and health (particularly e-health and medical devices), agriculture and food (including bio based economy) and water. Team members will work on specific areas in accordance with the work plan, as well as according to personal strengths, experience and interest. The division of tasks is not static and may vary in accordance to work loads and at the discretion of the (deputy) Consul General. In the area(s) of primary responsibility, the senior policy officer will carry out the following duties:
 - To map the priority area within the jurisdiction of the CG (content, policies, players, rules);
 - To identify important players and hubs; develop policies at strategic and tactical level to deal with these players and strengthen our relevant local and Dutch network;
 - To identify concrete opportunities and possibilities for Dutch companies and knowledge institutions and communicate these to the parties concerned;
 - To develop policies – in close cooperation with relevant Dutch parties like RVO, government institutions, sectoral organizations, regional development organizations, knowledge institutions, companies, etc. – to enhance the opportunities for The Netherlands in the priority area;
 - To promote and (to help) execute concrete activities (missions, explorations, publications, etc.) in order to transform opportunities and possibilities into real trade and investment transactions.
- Responsible for business partner scans, matchmaking, trade requests and other enquiries by Dutch companies;
- Responsible for the proper use of the BPA-budget available for the mission;
- Support to Dutch participants in trade fairs within the jurisdiction;
- Support to the CG and Deputy CG in the preparation and implementation of missions, official and business visits in the jurisdiction;
- Responsible for the response to general economic enquiries;
- Responsible for the registration of activities and contacts in the Achilles system and CRM.
- To develop and continuously expand a functional network, both within the priority areas and among institutional partners (federal, state, city, science, etc.);
- Visiting companies and relevant other organizations in the US and in The Netherlands;

- Regular visits to fairs, exhibitions, conventions, etc.;
- The active use of the network to obtain concrete results.
- Coaching of trainees and interns;
- Coaching of and support to the economic work of the honorary consuls in the jurisdiction.

REQUIREMENTS

Candidates resident in the US need a valid working permit –US citizens, greencard holders or A/G visum holders-. Non-resident candidates can obtain an A-2 visa. This visa will permit the candidate to work for a maximum of 5 years in the USA and is linked to the assignment in the CG. The partner or other family of the A-2 visa holder (if any) will not be able to obtain a work permit in the USA.

Knowledge and areas of experience

- Academic level (MSc, MBA or similar) relevant to the economic activities of the mission
- At least 8 years working experience, preferably in public and private sector
- Proficiency in English and preferably Dutch
- A thorough knowledge of the American market (with a focus on the Midwest) and of the opportunities that market offers for Netherlands' business
- Knowledge of the American political and economic institutional environment
- Affinity with the priority areas defined by the mission, in particular life sciences and health, advanced manufacturing and smart cities as well as the application of smart technologies, AI, IoT, big data, etc.
- Preferably knowledge of the Dutch economy, market and institutions
- Preferably experience with economic and trade work in a diplomatic mission
- Proficiency in Microsoft Office including but not limited to PowerPoint and Access is required
- Proficiency in social media including but not limited to LinkedIn and Twitter is preferable

Specific competences

- Analytical skills
- Flexibility
- Initiative
- Integrity
- Customer oriented
- Networking
- Organizational sensitivity
- Result oriented
- Cooperation

SALARY & BENEFITS

Indicative monthly gross salary: \$ 7026,00 (based on a fulltime workweek according to salaries table CG Chicago, pay scale 9, step 0.

The position will be offered initially for a two year period (with a 2 months' probation period) and can be extended thereafter.

Paid vacation and personal days, medical insurance, and 401(k) match. Skills-enhancing training and opportunities for career growth and promotion.

ABOUT THE CONSULATE GENERAL IN CHICAGO

The Consulate General in Chicago is a small mission representing the Netherlands in the Midwest with 3 expatriate and 9 local employees; three local employees (2 senior policy officers and one economic officer) support the CG and the Deputy CG in the economic team; the economic team is regularly supported by trainees and interns. The economic team cooperates with the five employees of the Netherlands Foreign Investment Agency. Two officers are in charge of consular and general affairs. The geographic jurisdiction of the mission extends to the 14 states of the Midwest. In this jurisdiction the CG is supported by 6 honorary consuls. The mission is part of a broader network in the US, consisting of the embassy in Washington DC, 4 CG's in New York, Chicago, San Francisco and Miami (and soon a fifth one in Atlanta) as well as a Netherlands Business Support Office in Houston. The role of the CG is primarily focused on economic diplomacy, trade and investment promotion. Consular support to Dutch citizens, cultural and political as well as public diplomacy work are also relevant tasks for the CG. In view of the small size of the mission local employees are functioning with a large degree of independence. They are responsible for the development and implementation of

policies in their priority area(s) and are held accountable for the results they achieve. As the mission is small in size, staff members will have to provide back-up for each other; flexibility and cooperation are necessities. The atmosphere is good and informal.

The office is centrally located on the 26th floor of 303 East Wacker in downtown Chicago and can easily be reached by public transportation.

APPLICATIONS

Applications, consisting of a motivation letter and an up-to-date resume, including job titles, dates of employment, and specific job duties, should be addressed to:

Consulate General of the Netherlands in Chicago

Attn. Bianca Oudshoff

Email: Bianca.oudshoff@minbuza.nl

Final date for application: March 10th, 2018

Starting date: preferably not later than May 1st, 2019.

For more information, you can contact:

Deputy Consul General Bianca Oudshoff, tel. +1 312-780-1302