

The German Arbitration Institute (DIS) is accepting applications for the position of

### ***Secretary General (f/m/d)***

The position is to be filled as soon as possible.

### **Duties of the Secretary General**

The Secretary General manages the DIS and is responsible for the successful development of the institution, working closely with the Board and other organs of the DIS. In this position, you manage a team of **more than 20 employees** at the Berlin and Bonn locations, maintaining open communication and ensuring a cooperative work environment.

Through **innovation and motivation**, you drive the development of the DIS in its core business of providing commercial dispute resolution services and expand its position in future business areas such as sport disputes or ADR.

You represent the DIS competently toward its members and stakeholders, including corporate users, the wider arbitral community, commercial associations, the state judiciary, governmental bodies, the media as well as the public in general.

### **Your profile**

As a manager, you combine **business and legal expertise** with a result-driven and solution-oriented working style. You have experience in a legal work environment or are open to managing and dealing with legal issues. You are familiar with out-of-court dispute resolution.

As a confident leader, you communicate effectively at all levels, and your **open and committed leadership style** creates an atmosphere of mutual trust. You have experience in marketing and sales, ideally also in lobbying at the political level.

You have strong analytical and strategic skills and are motivated to act **on your own initiative**. You are fluent in both working languages, German and English, and preferably also have good knowledge of another language.

## About us

For one hundred years, the German Arbitration Institute (DIS) has been the leading institution in Germany for the administration of arbitrations and other alternative dispute resolution proceedings for national and international commercial disputes.

With trend-setting rules on arbitration, conciliation, and mediation, the DIS continues to make a significant contributions to the further development of alternative dispute resolution in Germany and internationally. The DIS promotes arbitration and ADR through scholarship, conferences, educational programs, and by fostering dialogue with commercial and governmental stakeholders.

**Please send your application (cover letter, CV and references), which will be treated confidentially, stating your availability and salary expectations to:**

[presidents@disarb.org](mailto:presidents@disarb.org).

**Please also contact us with any questions you may have about the position.**

### **German Arbitration Institute (DIS)**

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