

CISV INTERNATIONAL OFFICE JOB PROFILE

SECRETARY GENERAL

The Secretary General is the Chief Executive Officer of CISV International. The Secretary General is based at and is responsible for (among other things) the International Office.

PURPOSE OF THE INTERNATIONAL OFFICE (IO)

To contribute to CISV's purpose of educating and inspiring action for a more just and peaceful world by providing management, coordination, administration and support to all aspects of CISV International operations and strategic development.

PURPOSE OF THE ROLE

The Secretary General is the senior professional in the organization and:

- Has primary responsibility for implementing the decisions and policies established by the Members and the Governing Board
- Maintains an overview and is responsible for advising and assisting in the work of the Board
- Works with the Chair of the Board ("Chair") to ensure organizational leadership and Board governance including compliance with the laws, policies and responsibilities.
- Works with the Chair, Board committees and staff in developing annual, long-term plans and targets, translating these plans into annual operating plans and ensuring that they are monitored
- Is responsible for staff leadership, management and administration in the execution of Board policy
- Is both appointed by and accountable to the Board.

MAIN RESPONSIBILITIES

LEADERSHIP:

Work with Board and Staff - Policy, Strategic Development, Operational plans and Official Meetings

In order to serve effectively as the chief executive officer of CISV International, the Secretary General must establish and maintain the trust and confidence of the Governing Board. The Secretary General is responsible for supporting the Board in promoting the smooth functioning as well as the development of CISV International.

The Secretary General is entitled to receive and participate in all communications addressed to the Governing Board, to receive notices and materials of Governing Board meetings, to attend and participate fully in those meetings (with the exception of voting), except for those portions of any meeting at which the Secretary General's performance or terms of employment are discussed.

The Secretary General shall maintain an overview of all areas and shall work with the Chair in ensuring that:

- The Board has the advice and information necessary to enable it to fulfil its governance role
- The Board and other officials receive appropriate training on organizational governance
- The organization has the resources (human, material and financial) to operate as effectively as possible.
- The organization discharges its constitutional and legal obligations
- That CISV International's mission is formulated, understood and reviewed

- The organization is able to articulate its philosophy and values and ensuring that these are consistently applied across the organization.
- Assist the Board and Committees in developing policy
- Advise Committees as needed
- The Board develops and monitors strategic plans, targets and budget.
- A long term strategy is in place which can guide the organization in achieving objectives
- Ensure development and monitoring of annual plans, targets and budgets
- Board decisions are minuted and that official documents are kept and archived

MANAGEMENT:

The Secretary General is in charge of the International Office and is responsible for conducting the day to day business of the International Office in accordance with Board policy and decisions.

Direct management of International Office and support to Staff managers

The Secretary General's responsibilities include:

- Maintaining an HR system which ensures leadership and maximizes potential of staff in keeping with the organization's mission and values
- Staff hiring, orientation and appraisal
- Providing leadership to the senior management team (who report directly to the Secretary General)
- Appropriate delegation of duties among staff
- Promoting effective relations between the International Office and all other bodies or persons.
- Ensuring that staff represents the organization in an appropriate and professional manner to stakeholders
- Ensuring that the International Office expenditure is controlled in line with approved budgets
- Encouraging projects and supervising interns as needed
- Developing the role of the International Office and seeking to ensure that it has the resources necessary to fulfil its purpose.

PROMOTION:

Publications, Public Relations, Training

- Champion the CISV mission and values
- Represent CISV as needed internally and externally
- Maintain effective networks with principal supporters and stakeholders
- Promote effective and beneficial partnerships with like-minded organizations
- Capitalize on opportunities to promote the organization
- Work with the Board and Senior Managers to ensure the organization is presented in an appropriate and professional manner to its stakeholders

ADDITIONAL RESPONSIBILITIES

Report Writing

Submit regular progress reports as required to the Board.

Budget holding

- The Secretary General is the holder of the budget relating to the International Office and has discretion in using those funds within overall budget limits.
- The Secretary General also oversees the Senior Managers who have authority over budget relating to their areas.

Official Meetings

Attend and participate in Board meetings, Advisory Conferences and regularly attend Regional Meetings.

Additional Official Company Positions

- The Secretary General may be (and is currently) the Company Secretary of CISV International Limited
- The Secretary General is currently a signatory for CISV International Inc (USA)
- The Secretary General serves on the Board of CISV International Insurance Company and represents the shareholder (CISV International Limited)

WORKING RELATIONSHIPS

Reporting to

The Secretary General reports to the Governing Board. The Chair of the Governing

Cooperate with other IO Staff	The Board and the Secretary General share responsibility for promoting a professional and constructive relationship of mutual trust and confidence between the Secretary General and the Governing Board. The Secretary General will report to the Board as requested. The terms and conditions of the employment of the Secretary General shall be approved by the Governing Board and shall include periodic performance evaluations.
Cooperate with Volunteer partners	The Secretary General is responsible for the management of the IO Staff
Cooperate with others	The Secretary General works primarily with the Board. He/she will also advise Committees and National Associations/chapters as needed Represent CISV internally externally as needed

KEY COMPETENCIES

Attitude	<p>The Secretary General is a professional, who can think strategically, implement practical details, work with a team and independently and take a leadership role.</p> <ul style="list-style-type: none"> - Ability to work in a multi-cultural and multinational context, including the possibility of some travel; experience in an international environment is desirable - Commitment and willingness to take initiative toward results - Honesty and trustworthiness - Critical judgement and Decision-Making - Strong sense of responsibility and accountability - Commitment to continuous improvement - Organizational Awareness - Attention to Detail - Service Orientation/Stakeholder Focus
Skills	<ul style="list-style-type: none"> - Significant (minimum five years) professional and senior management experience in Charity sector or other relevant area - Legal training is an asset - Excellent English verbal and written communications skills, including drafting and editorial skills and ability to communicate effectively with non-native speakers of English - Analytical skills, critical and strategic thinking - Planning and organizational skills - Fiscal/Resource Management - Team leadership, motivation and guidance - Relationship building. negotiating and influencing skills to create a collaborative environment, particularly with volunteers - Computer literacy and ability to use electronic formats - Time management - Ability to identify trends and continuously update skills as needed - Train-the-trainer certification (to be obtained)
Knowledge	<ul style="list-style-type: none"> - Minimum academic qualification is an undergraduate degree. Graduate or professional qualification is preferred. - Knowledge of best practices in the charity sector - Understanding of Peace Education in CISV and other organisations - Keep abreast of developments in the field and update knowledge as needed

WORKLOAD

Hours	This is a full-time post.
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As CISV is an international and volunteer organization, some work will need to be carried out in the evenings, weekends and holidays. Travel to meetings and other events within reason will be part of the role.