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## **Job Description**

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<b>Post title:</b>	<b>Secretary-General</b>
<b>Division:</b>	<b>Secretary-General's Office</b>
<b>Location:</b>	<b>Stockholm, Sweden</b>
<b>Line Manager:</b>	<b>The Council through the Council Chair</b>

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### **Level of Management/Supervision:**

- The incumbent will supervise, direct and guide the Management of International IDEA. The positions under its supervisory responsibility are:
  - Director, Global Programmes;
  - Director, External Relations and Governance Support;
  - Director, Corporate Services;
  - Director, Asia and the Pacific Region;
  - Director, Latin America and the Caribbean Region;
  - Director, Africa Region
  - Director, West Asia and North Africa (WANA) Region;
  - Head, Strategic Planning and RBM;
  - Head, Communications and Knowledge Management;
  - Special Advisor;
  - Executive Assistant.

### **Organizational Impact:**

As the most senior officer of International IDEA, the Secretary-General is ultimately responsible for the overall management of the Institute with the following key responsibilities as stipulated by International IDEA's Statutes

1. To head the Secretariat of International IDEA and provide strategic leadership to the Institute under the direction of the Council.
2. To provide leadership for the development of International IDEA's activities so as to expand its impact through:
  - Development of its mission to support sustainable democratic change through providing knowledge, assisting in reform, and influencing policy and politics;

- Building on its intergovernmental status and working with its Member States, representing the organization and seeking to leverage the organization's potential in support of democracy worldwide;
- Developing internal competencies of International IDEA and its staff members.

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**1. Duties and Responsibilities:  
General, Programme, Managerial and Administrative, as applicable**

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Under the supervision of the Council the incumbent performs the following duties:

1. Leads and represents International IDEA in accordance with the directives from the Council. The position will report to the Council, and upon delegation by the Council, to the Chair of the Council and/or the Steering Committee;
2. Provides strategic inputs to forward planning and consults with the Council on strategic issues and, in particular, on matters that might alter the strategic direction or the thematic focus of the Institute's activities;
3. Develops a vision and strategy for International IDEA that commands broad support;
4. Provides overall guidance and support to ensure that operational plans fit with the strategic vision and with the resources available; develops 3-year planning perspectives;
5. Builds on International IDEA's intergovernmental status and works with its member states, representing the organization and seeking to leverage the organization's potential in support of democracy worldwide;
6. Oversees Global Programmes as well as Regional Programme management and ensures the development of annual institutional programme planning and monitoring with a view to ensuring that programme planning is integrated and its implementation is coordinated and effective;
7. Oversees External Relations planning, strategy and implementation with particular focus on member state and strategic partner relations and funding issues and support the external relations strategy through regular visits to strategic contributors or potential contributors;
8. Oversees Corporate Services management including Financial, Human Resources, Office Administration and procurement;
9. Oversees the activities of the Strategic Planning and RBM System Administration Processes, and ensures a coordinated institution wide approach to programme and related activities as well as the effective implementation of the Results Based Management system and processes;

10. Oversees the activities of the Communication and Knowledge Resources Management Processes, ensuring the enhancement of the Institute's profile in knowledge management and the provision of up-to-date communication streams;
11. Ensures that the Institute provides high level support and information required by the Council to carry out its functions as outlined in the Statutes;
12. Chairs meetings of the management committee and the executive group and ensures co-ordination of activities and coordinated forward strategy;
13. Ensures the dissemination of information to staff through the Management Committee and ensures that regular and timely operational guidance is provided throughout the organization;
14. Develops advocacy and representation activities in coordination with the Director for External Relations and Governance Support in order to:
  - a. Strategically promote, develop and manage International IDEA's activities worldwide;
  - b. Strengthen International IDEA's visibility and impact;
  - c. Develop partnerships with (Inter)national organizations to obtain cooperation and complementary funds, as required, to achieve realization of the Organization's objectives;
  - d. Approach governments of potential new Member States;
  - e. Maintain and develop professional contacts and networks of cooperation on issues and activities pertaining to political reform and democracy assistance worldwide;
  - f. Represent IDEA with Member States and externally in the region, within the framework established by International IDEA's Statutes, and policies;
  - g. Act as a competent and persuasive voice for International IDEA's public profile worldwide.
15. Leads the Management Review Committee as a mechanism for accountability, RBM system integral analysis and decision making;
16. Oversees the functions of the Secretary General Office under the administration of the Head of Strategic Planning and RBM;
17. Performs activities in accordance to the RBM system procedures;
18. Actively integrates the inclusion of a gender and diversity perspective in all activities;

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## **2. Contact with clients/stakeholders**

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Heads of State

Senior international and national civil servants

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Ambassadors

Chief Executives

Council representatives

Members of the Board of Advisers

High representatives of the Swedish Government and civil service

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### **3. Decision-Making**

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The incumbents' decisions relate to the financial and programme commitments of the Organization as approved by the Council, including staffing, work programmes and directions, staff rules and procedures, as well as other decisions as delegated by the Council. The incumbent further consults with the Board on, and recommends to the Council, strategies, budgets, work programmes and priorities, statutory amendments, etc.

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### **4. Qualifications and skills**

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#### **4.1 Basic qualification requirements:**

- A proven record of excellent leadership and management skills in a demanding, complex and culturally diversified environment;
- Experience in planning and directing human and financial resources;
- Extensive experience in managerial positions in an international or intergovernmental organization or a governmental organization that deals with international affairs or equivalent;
- Experience and understanding of the specific challenges of democratisation as a dimension of international development and cooperation;
- Practical and theoretical knowledge of, and interest in, issues related to the unique mandate of International IDEA as an intergovernmental body. A command and understanding of the different themes which come together in International IDEA's mandate and its work programme are essential;
- Fluency in English (knowledge of any other languages is an advantage).

#### **4.2 Level and type of formal education** (minimum academic requirements required):

- Masters Degree or equivalent postgraduate qualification in social science, political science, international law, international relations, international development, peace and development studies or a related subject

#### **4.3 Professional experience** (type and number of years of practical experience):

- Proven record of extensive leadership experience within international affairs from intergovernmental, governmental or other international/multicultural organizations;
- Considerable experience in the field of democracy, broadly covering the three thematic components of International IDEA's programme – i.e. Election Processes, Political Parties, and Democracy and Conflict Management;
- Knowledge of development co-operation. Solid understanding of donor policies, programming procedures and policy formulation;
- Extensive exposure to and experience in working with political leaders and senior civil servants, and have an extensive network of contacts both from International IDEA's member states and elsewhere.

#### **4.4 Specific Technical Skills** (e.g. analytical skills, negotiation skills, solution orientation, work independently, client orientation):

- Excellent communication and presentation skills, written and spoken, including public speaking;
- Ability to operate effectively in a multi-cultural environment and be gender-sensitive;
- Excellent advocacy and negotiation skills; highly persuasive;
- Ability to maintain an extensive network of contacts at the level of international, regional, and national institutions including heads of state, high level officials and senior policy makers;
- Creativity and capacity to develop innovative analytical perspectives and approaches;
- Ability to build and motivate partnerships and networks towards the effective agreement and achievement of objectives;
- Excellent negotiation, conflict resolution, diplomacy and leadership skills;
- Excellent analytical, drafting, editing and problem solving skills;
- Proven ability to conceptualize, innovate, plan and execute ideas and to transfer knowledge and skills;
- Good sense of initiative, ability to set priorities and work under pressure with accuracy and dedication;
- Familiarity with general theories and practice of democracy and strong analytical knowledge of dynamics. Specialized knowledge very desirable in at least one of the following: political institutions, electoral processes, conflict management, political participation and gender issues.

#### **4.5 Language Skills:**

- English: Fluency in oral and written English, as well as public speech-making

- Other: Any other widely spoken language in an International IDEA priority region would also be an asset.

#### **4.6 Computer skills:**

- Good computer skills and knowledge of relevant computer software packages including internet use.

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### **5. Criteria for Professional Performance**

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The incumbent of this post is expected to act according to a set of principles when carrying out her/his responsibilities both at Headquarters and in the field:

1. Be a Visionary;
2. Be a Facilitator of Change;
3. Get Results, be Accountable and Proactive;
4. Lead by Example;
5. Be a Decision Maker;
6. Be a Model of Integrity;
7. Celebrate Diversity;
8. Be a Team worker/Builder;
9. Strive for Success and Excellence;
10. Plan and Organize.