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## ADVERTISEMENT FOR APPLICATIONS

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### INTERNATIONAL DIRECTOR GENERAL

**Entity:** AIDE ET ACTION INTERNATIONAL  
**Job title:** INTERNATIONAL DIRECTOR GENERAL  
**Country:** Switzerland  
**City:** Geneva  
**Contract:** Swiss

#### **Mission**

Under the authority of the International President and by International Board delegation, the International Director General, He/She, shall:

- propose, urge and set in operation the International Association's policies, the whole of its activities and operations.
- supervise and merge the Regions\*
- be responsible for the associative project

Participative methods are recommended to realize this mission.

*\*The term « Region » denotes hereafter the Executive Team lead by the Regional Director.*

#### **Participation and development of Organization policy**

- Jointly with the International Board, propose, formalize then activate in an operational manner the associative project
- Define the Missions within work on the associative project development.
- Suggest innovations with regard to associative policies in the form of undertakings or projects, in line with the policy aims as set by International board.

#### **Prepare and support the work of the International Board**

- Monitor the deadlines, and the arrangement of information issues, of analysis and decision.
- Advise on orientations, within the consultative role.
- Ensure efficient means of internal and external communication.

#### **Relations with external partners**

- Propose contacts with external partners, prepare dossiers and accompany the President or the International Board Members.
- In the absence of the President or of an authorized administrator, represent the association at meetings with external partners (particularly of partnerships and institutional donors).

#### **Management of the International Directorate: management, finance and HR.**

- Define the budgetary and financial policies of the Association
- Define and make enforce human resources policy
- Recruit, form and watch over the regional and mutual directors' development.

#### **Set up, supervise and control the regional leadership teams.**

- Set up the IDC, leader executive team.
- Develop the interaction and promote the values and associative priorities within and between the teams.

## **Skills**

- Leadership – Ability to influence
  - Ability to place oneself in a complex context of different agents/partners and networks, and advance defined policies of the association.
  - Ability to develop partnerships encouraging a work dynamic in networks around a project.
  - Knowing how to negotiate with different partners (representatives, technical services and donors...).
  - Ability to convince, and engender togetherness.
- Tactical and strategic vision
  - Forward thinking – medium and long term.
- Capacity for innovation
  - Ability to imagine new orientations apart from trends and unknown values.
- Good judgement
  - Understanding the role of a director in an association coming from social and cohesive economy: ethics, delegation, mandate, and links with a study of the needs of populations, with public policies, etc...
  - Knowing how to depend on the associative and ethical values.
- Managerial ability
  - Ability to direct, control and assess the work of leadership teams.

**Qualifications:** Higher Education (5 years minimum)

**Languages:** French and English essential, Spanish desirable

**Remuneration:** Between 80 K € to 100 K €

## **Documents to send:**

CV and letter in support of application in French to:

- Jacques LEMARECHAL : [jlm@noos.fr](mailto:jlm@noos.fr)
  - Claire CALOSCI : [claire.calosci@aide-et-action.org](mailto:claire.calosci@aide-et-action.org)
- (copie Odile BERONIE : [odile.beronie@aide-et-action.org](mailto:odile.beronie@aide-et-action.org))

**Deadline:** April 30, 2013

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