

IACO Deputy Secretary General Proposed Terms of Reference

The Deputy Secretary General (DSG), at IACO, will oversee the day-to-day activities of the organisation, at the direction of the chief executive, who is the Secretary-General. The DSG will manage the daily operations of the General Secretariat to ensure effective planning and overall efficiency. He/she will play an important role in IACO's success in supporting the Secretary-General in the implementation of programmes and activities, as well as monitoring compliance with set procedures.

Job Description

As a member of upper management, the Deputy Secretary-General will be Chief Operating Officer or Head of Operations and will ensure that IACO's everyday activities run smoothly. The DSG will set parameters to judge how efficiently and effectively the organization is operating and will spend most of their time reviewing and evaluating IACO procedures ranging from office expenses to membership concerns and how IACO is responding to issues raised in the General Assembly and through correspondences from members. The DSG is also responsible for overseeing the work of other upper-level management, who are Chief Economist and other Directors, and the performance of all projects supported by IACO or in which IACO is a collaborator.

The DSG will oversee the organisation's financial stewardship and ensure that the Head of Finance fully complies with the Financial Operations Manual and Procedures. He will ensure that IACO complies with the Host Country Agreement and that all Member States are fully briefed on matters of IACO that are in their interest to know. He/she shall also be responsible for targeting specific areas in which IACO may need to improve operational efficiency. This may include monitoring revenue margins and staff productivity, as well as implementing new directives for growth. The DSG will also be responsible for setting guidelines for personnel evaluations, recruitment and advancement.

The DSG will ensure that the secretariat operates in line with the Rules and Regulations of the organisation, and that meetings of the organisation are conducted in line with standards of an International Organisation of inter-governmental stature.

Duties for the Deputy Secretary-General

- Serving as the Secretary to General Assembly proceedings, and board meetings, and ensuring that all decisions of the Board and General Assembly are fully followed through and implemented by all concerned parties.
- Ensuring legal and administrative compliance of all actions and decisions made by the organisation and providing advice where necessary in order to protect the organisation from risks that may accrue due to non-action or non-compliance.
- Managing the human resource requirements of the Secretariat including staff welfare, security and safety, and responsibility for recruitment of office administration staff and establishing and ensuring that the human resource management rules and procedures are in line with the requirements of the provisions approved by the General Assembly and the Host Country Agreement.
- Managing day to day office operations, including, the management of goods, supplies, and services, and oversees its efficient operation.
- Overseeing the development, review and updating of the project documents, manuals including the IACO Operations Manual.

- Coordinating the development, implementation, review, and updating of IT databases, and coordinating all Project Reporting requirements for IACO supported or collaborating projects (e.g. monthly/quarterly reports and Annual reports).
- Coordinating the development and implementation of the IACO communication strategy including procurement of all advertising material, supervision of website development and maintenance.
- Taking responsibility for regular reporting and informal liaison with IACO member countries.
- Overseeing budgeting, financial management procedures and ensuring clear and transparent mechanisms and processes, in compliance with the requirements of IACO's Financial Management Procedures as well as those of Partners and for the management of all grants.
- Providing quality assurance of all translated versions of reports, project guides and manuals, and communication materials.

Requirements for the Deputy Secretary-General

The aspiring DSG at IACO must have a bachelor's degree (Bac plus 4) in business, economics, finance, Law or a related field, and an advanced degree in International Relations or equivalent. Candidates who are members of the Institute of Certified Secretaries and Administrators (ICSA) or its equivalent, will have an advantage.

This position requires excellent communication and writing skills (oral and written) in English, and fluency in French (oral and written).