

IFIP – the International Federation for Information Processing – founded under the auspices of UNESCO in 1960 is the pre-eminent international body for ICT. Its members are national and international societies and associations supporting ICT in research, industry and education. More than 3,500 individual volunteers contribute to its Technical Committees and working groups. IFIP is currently seeking a

### **GENERAL SECRETARY (F\*M)**

(full-time, 40h per week)

based at our headquarters in Laxenburg, Austria (which is planned to move to central Vienna).

The General Secretary (GS) is appointed by the President on behalf of the Executive Committee (EC). The GS acts under the authority of the President, is responsible to the Executive Committee and reports through the President. The GS makes written reports on the Secretariat's work to the meetings of the IFIP Board and General Assembly (GA). The GS manages the IFIP Secretariat and is responsible for its operations as well as for its staff.

#### **Your tasks**

- The GS ensures the necessary planning and communication for Board and GA meetings and related activities and interacts with the host organization on local arrangements.
- The GS works closely with the Honorary Secretary on matters related to preparation of meeting schedules and agendas and updates of Statutes and Bylaws and Standing Orders and ensures that any other reference or procedure documentation is maintained and distributed in a timely fashion.
- The GS ensures that the Honorary Treasurer's instructions on financial and accounting procedures are recorded and executed by the Secretariat and works closely with the Honorary Treasurer and the Auditor in the preparation of the formal accounts. The GS supports the respective officers in budgeting and the management of IFIP funds (portfolio).
- The GS facilitates the integrity of the central IFIP communication and information network, assists the preparation and distribution of information updates related to IFIP activities and promotes the visibility of IFIP internationally.
- The GS has responsibility for maintaining IFIP's relations with Member societies and external organizations. The GS may represent IFIP on external committees and forums when such a representation is necessary and upon approval by the EC.
- The GS assists EC in developing and implementing strategic initiatives and projects.

#### **Your profile**

- Demonstrated competency in organisational management (experience in a professional organisation will be an advantage).
- Demonstrated capacity to work effectively with a range of stakeholders and deal with complex and controversial issues.
- Proven knowledge and experience in financial management, corporate governance, and risk management.
- Ability to develop and maintain strong relationships/alliances with a diverse range of stakeholders.
- Demonstrated experience in facilitating Strategic Planning, proven ability to contribute to building and growing an organization and capitalise on opportunities.
- Capacity to communicate effectively with diverse stakeholder groups and the ability to assist with public policy development.
- Demonstrated negotiation skills with excellent oral and written English ability.

We offer a full-time position with an annual gross salary of min. € 52.012,24 according to the collective agreement of the Austrian Academy of Sciences (OeAW). Depending on qualification and experience we provide an appropriate overpay in line with the market. The position is based at our Laxenburg headquarters and subject to a one-year probation period. The moving of the Secretariat to Vienna is currently under consideration.

Our offer aims at self-motivated, detail-oriented, energetic, and highly organised personalities with interest in technology as well as a confident appearance who understand how to portray complex connections clear and understandably and find joy in self-reliant work.

Interested candidates should send a short covering letter and CV to the IFIP Secretariat [ifip@ifip.org](mailto:ifip@ifip.org) by **17:00 CET on May 15, 2022** mentioning Job ID: IFIP051ADM222.

*The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply.*

