



CARE INTERNATIONAL
SECRETARY GENERAL (SG)

JOB DESCRIPTION

- Position title:** Secretary General (SG)
- Supervisor:** CARE International (CI) Supervisory Board
- Direct reports:** Business Services Director; Governance & Confederation Development Director; Program Director; Global Director for Public Engagement and Fundraising; Safety and Security Group Coordinator; and the Executive Assistant responsible for the Administration pool.
- Location:** Flexible, in countries where CARE has a registered office.
- Post:** Full time
- Travel :** Approximately 20%-30% of time

BACKGROUND

CARE International (CI) is a global confederation of twenty independent organizations working together, in 100 countries around the world, to fight poverty, respond to humanitarian emergencies and advocate for policy change to improve the lives of the poorest and most vulnerable communities, reaching more than 122 million people.

At the core of the confederation is a Secretariat, which provides coordination and support to its Members in the areas of governance, strategic planning, communications, membership development and accountability, advocacy, fundraising, humanitarian response, and program development. In addition, the Secretariat represents the CARE confederation at the United Nations and the European Union.

CI is governed by a representative Council, made up of delegates from its membership as well as other contributing participants, and by a CI Supervisory Board which acts independently from Member interests and directly oversees the performance of the CI Secretariat. CI is registered in Switzerland, in Belgium and in the UK as an Association and regulated by respective Statutes in each country. The CI Council is supported by a Governance and Nominations Committee (GNC), a standing committee primarily responsible for overseeing governance principles, structures, processes and regulations including the Statutes. The CI Secretariat is responsible for convening and supporting global governance bodies.

CI is currently developing its 2030 direction, which will include impact targets for the next decade, the resources required to do so and the type of organisation it will evolve into in light of rapidly changing global trends. One of the most significant commitments CARE made is to reform its governance, diversify its membership and transform its ways of working to better leverage diverse contributions from internal and external actors. The opportunity now is to build on the learning and progress made to date, and to accelerate change in the coming years.

POSITION SUMMARY

The primary role of the Secretary General is to:

- 1) Oversee the CI Secretariat and ensure it is set up to meet the needs of the Confederation;
- 2) Convene, facilitate and support the CI governance and leadership bodies to fulfill their mandates;
- 3) Work collaboratively with CARE Member Partners/Affiliates to shape collective strategy, improve member performance, and mediate and resolve issues arising between Members/Affiliates, so as to help the confederation be more than the sum of its parts, and accountable to each other; and
- 4) Represent CARE International in key global platforms or international forums where the Confederation seeks to advance its organizational objectives or advocate for pro-poor and gender equity policies.

As important as these direct responsibilities is the expectation that the Secretary General will serve the needs of CARE members by:

- Supporting the CI Confederation to achieve its mission in the most effective and efficient way;
- Working closely with CARE Members to build trust, solve problems and seize opportunities; and
- Allowing all CARE Members voices to be heard and considered.

The Secretary General role embodies the principles of servant leadership. The role entails a strong capacity for understanding and navigating complex systems, and identifying linkages, gaps and opportunities within them. It requires high impact communication capacity, strong facilitation skills and an ability to design and put in place collaborative processes with multiple stakeholders to bring about change. S/he is expected to be deeply principled, acting as an advocate and behavioral change agent to drive momentum for CARE's aspirations towards 2030. S/he will demonstrate deep commitment to CARE's mission, vision, focus on equality and overall impact aspirations.

MAIN RESPONSIBILITIES

The primary responsibilities of the Secretary General include:

1. Leadership and oversight of the CI Secretariat

The Secretary General is responsible for overseeing a globally distributed team of approximately 45 colleagues, and the operations of CARE International Belgium, UK and Switzerland entities. It is expected that the Secretary General will work with Members/Affiliates and the Supervisory Board and CI Council to evolve the Secretariat role, location(s), and activity portfolio over time to best meet CARE Member needs or support mutual accountability and performance.

In managing the CI Secretariat, the SG will ensure that the Secretariat effectively coordinates the Confederation activities in the following areas:

- Global governance and leadership, membership development and accountability, organisational policy and overall confederation development and change;
- Program strategy and impact, including monitoring and evaluation and knowledge management, gender equality and humanitarian response;
- Public engagement, including fundraising, global advocacy and communications;
- Business services, including human resources, finances and technology to support the operations of the Secretariat; and
- Safety and Security.

2. Global governance and leadership bodies

The Secretary General is responsible for working closely with the Supervisory Board to shape the annual meetings of the confederation's Council, and assist the Supervisory Board in meeting its governance responsibilities. An important strand in the leadership of the Secretary General will be to ensure that the organisation's strategies and decision-making processes are inclusive and fully informed by, and responsive to, the Members.

A core role of the Secretary General is to convene and leverage the leadership of the National Directors (the CEOs of CARE Members). In working collaboratively with Members, the Secretary General will be expected to convene National Directors' meetings, ad hoc or standing committees of Members/Affiliates, Working Groups and personnel to gather Member/Affiliate input, develop policies, or coordinate activities. In addition, the Secretary General may reach out directly to Members on topics related to mutual accountability or performance in support of confederation strategy or goals.

3. Strategy, Culture and Change Leadership

CI is currently in the process of an ambitious organisational change process to ensure its future relevance, strengthen its impact, and create a next-generation networked INGO model rooted in principles of diversification and localisation. The Secretary General is in a unique position to see across the activities of the individual Members and provide a confederation-level perspective, as opposed to that of a single, national Member. It is expected that s/he will actively engage with Members to listen and share this perspective and facilitate discussions of its implications as part of advancing the Confederation's effectiveness and impact. Consistent with this, the Supervisory Board welcomes candidates' views on how to shape the Secretary General role in the future and develop a next-generation networked INGO.

4. Global Platforms and Representation

As a senior leader in the confederation, the Secretary General advocates effectively for CI in multilateral and international fora and global platforms. The SG serves as a CI spokesperson when relevant, providing high-level representation for the confederation and its issues in a wide range of settings, including actively participating as a member in international development and humanitarian networks and relevant associations that might advance CI's vision and mission.

5. Safety and Security

The CI Secretariat hosts the Safety and Security Coordination Group (SSCG) responsible for informing and sharing key safety and security information across the confederation and ensuring that the level of oversight is consistent with agreed confederation-wide standards.

KEY WORKING RELATIONSHIPS

The Secretary General reports to the Supervisory Board, with the board chair serving as the primary point of contact. The Supervisory Board, which in its discretion, defines his/her responsibilities or duties. S/he works closely with the National Directors of the CARE Member organisations; the members of the CI Council, as well as committees, sub-committees and working groups of CI; and senior CARE staff in country offices and regions around the world.

Key External relationships include CEOs and Secretary Generals within the INGO community, thought leaders on issues of relevance for the future of international development and humanitarianism, UN officials, EU officials, journalists, and business leaders.

DIRECT REPORTS

The position directly supervises the Executive Management Team (EMT), presently composed of the Business Services Director; Governance & Confederation Development Director; Program Director; and Global Director for Public Engagement and Fundraising. The SG also supervises the Safety and Security Group Coordinator; and the Executive Assistant responsible for the Administration pool.

QUALIFICATIONS

- **Education:** Post graduate degree in international development, international business or economics, organisational development/science, behavioural science, or other relevant fields, or equivalent qualifications and experience.
- **Work Experience:** At least 15 years of relevant work experience and evolving responsibilities, with demonstrated understanding of complex multinational organisations and multicultural environments. Experience in international development and humanitarian contexts and in confederated organisations preferable as is an individual with direct life experience from one of the countries where Care is present.
- **Language:** Fluency in English required, second major language highly desirable.

EXPERIENCE AND COMPETENCIES

The successful candidate should be able to demonstrate the following skills, attributes and experience:

- **Interpersonal & Collaboration skills** – The candidate will bring demonstrated ability to influence, build consensus and trust, and inspire staff and the global CI community. S/he must be experienced in and passionate about CI's mission. S/he must have the diplomatic skills and personal characteristics necessary to support each national CARE to work collaboratively, adopt best practices and maximize their individual success and contributions to CI, despite not having line management authority over those national CARE entities. S/he must be highly principled, with demonstrated experience influencing culture and behaviour change and addressing unequal power dynamics. S/he should possess self-awareness and emotional intelligence and demonstrate CARE's core values and commitment to vision and mission.
- **Governance** – The candidate must have an understanding of, and direct experience with, governance bodies and international corporate governance requirements. Proven ability to work with high level members of boards and insight into components of effective governance.
- **Strategic Leadership skills** – S/he should bring strategic vision, and knowledge of confederated or networked organisations, and clear understanding of the rapidly changing context and trends impacting the development and humanitarian sector. Candidates must possess the enthusiasm, determination, and patience to bring colleagues together, facilitate discussions, and enable decision-making necessary to drive the next phase of CI's development.
- **Leadership & Management** – The candidate should have experience leading and leveraging diverse, geographically distributed teams and guiding their successful contribution to overall strategy and performance. Regarded as a leader and manager, s/he should demonstrate strong servant leadership capacity and persona.
- **Organizational Development & Change Management skills** – The candidate should be an inspiring change agent, with a natural inclination to question the status quo. S/he must have the analytical skills necessary to understand business models and operations, the willingness to engage in details of the issues CI faces, and to innovate in shaping the Secretariat's role in the confederation — including improving/redefining

the business model, evolving into an agile network, and increasing the relevance of CARE for the decades to come.

- **Influencing & Diplomacy skills** – The candidate should be able to see the linkages among different parts of the organisation, understand the big picture, and see the types of changes required and influencing strategies to do so. Ability to build collective trust and confidence amongst key players at all levels of the organisation is key. S/he should demonstrate diplomacy and negotiating skills to build relations at all levels.
- **Representation & Communications skills** – Candidates must have experience of speaking on behalf of an organization, ideally globally, and the presence and knowledge needed to represent CARE with diverse external stakeholders (programme participants, local civil society partners, donors, peer institutions, private sector, governments and multi-lateral organizations).
- **Gender Equality, Diversity and Inclusion** - Candidates must also bring a demonstrated commitment to gender, diversity and inclusion and a track record of the highest standards of ethical, values-based leadership and behaviors.

CARE offers the chance to work with a great team and make a difference to the world. In addition to a competitive salary, we offer generous holiday benefits and substantial pension contributions to the successful candidate.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above, including the reasons for departure from previous positions.

HOW TO APPLY

Interested and qualified candidates should submit their **CVs and a Coverletter in English to cisg2020@gmail.com by January 30th, 2020**. Only short-listed candidates will be contacted.

More Information on CARE International is available at www.care-international.org.

CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We particularly encourage people with backgrounds and experiences in the places where we seek to achieve our impact to apply.