CARE INTERNATIONAL
SECRETARY GENERAL (SG)

JOB ADVERT

CARE International (CI) is one of the world’s largest international non-governmental relief and development agencies. Drawing on more than 70 years of practical experience, CARE operates in more than 90 countries worldwide, responding to disasters and fighting poverty.

The CI Secretariat is located in Geneva, Switzerland with offices in Brussels, London and New York. The Secretariat provides coordination and support to a number of governance, membership, strategic planning, communications, fundraising, humanitarian, program and advocacy-related functions. In addition, the Secretariat represents the CARE confederation at the United Nations and the European Union and provides leadership to the Confederation in the areas of emergency response. CARE International Secretariat is currently seeking to recruit its incoming Secretary General (SG).

CI is 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. The Secretary General is in a unique position to see across the activities of the individual Members and provide a confederation-level perspective.

The Secretary General plays a key role in overseeing the CARE International Secretariat. Reporting to CARE International Supervisory Board Chair, s/he works closely with 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. S/he works collaboratively with CARE Member Partners/Affiliates to shape collective strategy, improve member performance, 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 serve as CI spokesperson and represent CARE International in various international fora where the confederation seeks to advance its organizational objectives or advocate for pro-poor and gender equity policies to advance CI’s vision and mission.

As important as these direct responsibilities is the expectation that the Secretary General will be an inspiring, visionary organizational leader willing to act as a thought leader, diplomat and provocateur to help the CI confederation evolve its global network, membership model, business model, and programmatic approaches to better adapt to the demands of an ever evolving funding and impact environment.

Candidate’s Profile

The candidate will bring the stature and demonstrated ability to build relationships, to inspire and persuade, and to command the respect of the CI community. S/he must be passionate about CI’s mission and sensitive to the organizational culture and the complexities of leading a Secretariat. Ideally, s/he would have had experience managing a national or regional operating unit, including responsibility for unit financial results. S/he must have the diplomatic skills and personal

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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.

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 financial statements and business models, the willingness to engage in details of the complex issues CI faces, and the courage to innovate in shaping the Secretariat’s role in the confederation.

Candidates must have a demonstrated track record of speaking on behalf of an organization, ideally globally, and the presence and knowledge needed to command the respect of external stakeholders (beneficiaries, donors, peer institutions, governments and multi-lateral organizations). The candidate should have a record of speaking persuasively and acting publicly on issues of gender equality. The candidate must have experience raising funds from institutional and/or individual donors.

S/he should also bring clear strategic vision, and knowledge of the CI (or similar) confederation, the external environment and key stakeholders. 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 - including redefining the business model, evolving an agile network, and increasing the relevance of CARE for the decades to come.

Candidates must also bring a demonstrated commitment to gender, diversity and inclusion and a track record of the highest standards of integrity.

CARE is committed to building a diverse workforce and CARE International Secretariat staff are therefore based in different strategic locations. For this role, Geneva is strongly preferred while other CARE office locations may be considered with an estimation of 40%-50% travel time. English language is essential and another UN working language is desired.

• How to apply

Interested and qualified candidates should submit their application using the following link: https://chp.tbe.taleo.net/chp02/ats/careers/requisition.jsp?org=CAREUSA&cws=53&rid=4109 by February 28th, 2018. Only short-listed candidates will be contacted.


*CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.*