

CANDIDATE PROFILE FOR THE POST OF SECRETARY-GENERAL OF THE INTERNATIONAL ORGANISATION OF EMPLOYERS (IOE)

THE ORGANISATION

The IOE is the world's most representative organisation of business and employers at the global level on employment and social policy issues. Its 150-strong membership consists of the most representative national business and employer federations in 143 countries worldwide. Its main task is to represent the views and interests of the business and employer community in employment and social policy debates, primarily within the International Labour Organization, and increasingly in the wider UN and multilateral system, and in intergovernmental forums.

The IOE is also officially recognised as the Secretariat of the Employers' Group within the tripartite structure of the ILO.

THE POSITION

The Secretary-General is appointed by, and is responsible to, the IOE Management Board for a five-year term, renewable at the discretion of the Management Board.

With a multilingual staff of 20 persons servicing a global, multicultural network of members, and with a budget of some four million Swiss francs, the Secretary-General's primary responsibility is to ensure that the IOE achieves the objectives of its strategic framework and implements the decisions of both the Management Board and the General Council. He/she is responsible for overseeing the sound financial and operational management of the organisation and for ensuring that effective contacts at all levels are maintained with members, the ILO, other business organisations, the UN, multilateral agencies and other relevant actors.

The IOE is a membership organisation. The Secretary-General is expected to be responsive to the wishes and concerns of all members, to meet their needs, to promote and defend employer interests. He/she will lead the Secretariat in supporting the organisation in adapting to the demands of a changing global economy.

This is a high-profile leadership position at the interface of business and politics at the global level, which requires a person with a proven track record, capable of demonstrating expertise, ease and ability in communicating effectively at the highest level. The main challenge is to achieve timely and meaningful consensus and a common vision on, at times, difficult issues, reflecting the range of needs and concerns of all members, being sensitive to varying national circumstances and interests, with the aim of persuading the political decision-makers to take full account of this voice.

As Secretary of the Employers' Group in the ILO, the Secretary-General works with the Vice-Chairperson of the Group, and with the ILO's Employers' Bureau, in elaborating positions across a range of ILO policy areas and to maintain close contact and dialogue with the ILO Office and the Workers' and Government Groups. The Secretary-General acts on behalf of the Employers' Group when its members are not gathered in the ILO for the Governing Body and/or International Labour Conference.

THE CANDIDATE

Experience: At least 10 years' relevant professional experience.

Education: University degree or higher professional qualifications.

QUALIFICATIONS

Personal: Mature, confident, dynamic and resilient; a charismatic person with good presentation, intellectual strength and credibility.

A strong and well-balanced personality; tactful, diplomatic, multiculturally sensitive and sociable, demonstrating integrity and inspiring confidence.

Available to travel extensively internationally.

Professional: A dedicated internationalist; internationally adaptable, able to connect with people of many different nationalities.

An advocate for the private sector, with a comprehensive understanding of how business and its representative organisations work.

A self-starter, hard-working and energetic; an excellent organiser, manager and motivator of others, possessing leadership skills; a team-builder and player, able to show initiative on practical and complex issues.

An accomplished communicator, orally and in writing; articulate, both in the ability to negotiate and to persuade at top levels; an effective public speaker and able to engage with the media.

Excellent knowledge of English required. Knowledge of additional languages, especially the other official IOE languages (French and Spanish) is an asset.

EXPERIENCE

The ideal candidate will have a proven track record/experience in:

- Working successfully at top management level in, or with, a quality industrial or employers' association or federation;
- Influencing and relationship-building in the political arena, especially in the ILO and other global institutions and forums;
- Dialogue with national and international trade unions, and influencing industrial relations policy;
- The work and functioning of the ILO;
- Successfully managing change.

AVAILABILITY

As soon as possible.

LOCATION

Geneva

COMPENSATION

The remuneration and benefits package will be commensurate with the post.