SG Position Description and Background

Secretary General of IFLA

The International Federation of Library Associations and Institutions (IFLA) is seeking a proven leader with a compelling vision to fill the position of Secretary General.

The Secretary General is the Chief Executive Officer and the head of IFLA’s Secretariat, located in The Hague, Netherlands. In accordance with the Statutes of IFLA, the responsibilities of the Secretary General include:

- the strategic and operational direction and financial management of IFLA, the IFLA Foundation and the conference holding companies within the policies determined by the General Assembly and the Governing Board;
- the development of strategies to increase revenue and value
- the appointment of staff, within the approved budget;
- the provision of advice to the officers and Governing Board of IFLA and the implementation of its decisions;
- the coordination of the work of IFLA’s programs and activities including the World Library and Information Congress, core activities, regional offices and language centres; and,
- such other responsibilities as are necessary for the effective and efficient operation of IFLA.

IFLA as an Organisation

The International Federation of Library Associations and Institutions (IFLA) is the leading international body representing the interests of library and information services and their users. It is an independent, international, non-governmental, not-for-profit organization which is the global voice of the library and information profession. With a secretariat based in The Hague, Netherlands and regional offices, language centres and core activity offices in other locations, IFLA is a worldwide federation of national library associations, libraries of all types, personal affiliates and bodies with consultative status.

IFLA’s aims are to:

- Promote high standards of provision and delivery of library and information services
- Encourage widespread understanding of the value of good library & information services
- Represent the interests of our members throughout the world.

The General Assembly is the highest governance level of the Federation which normally meets every year during the World Library and Information Congress, held in August in a different city each year. The Governing Board, is responsible for the managerial and professional direction necessary to pursue the purposes of IFLA. It meets at three times a year, once at the time and place of the annual Congress.

IFLA has formal associate status with a number of international bodies such as UNESCO, the United Nations, the World Intellectual Property Organization (WIPO), World Trade Organization (WTO) and the International Organization for Standardization (ISO), the Internet Governance Forum, and the World Summit for the Information Society.

More information on IFLA and its values, structure and activities see www.ifla.org.
PERSON SPECIFICATION: SECRETARY GENERAL OF IFLA

Qualifications and skills

1. Managerial
   The Secretary General is a senior manager with managerial and executive skills of a high order who must also be able to deal with the full range of management activities in an organization with worldwide interests but a limited number of staff (16 FTE in the secretariat). The Secretary General has overall responsibility for personnel management, financial management, legal issues, and all other aspects of management of a federation of organizations that is an international NGO working at an international level on policy, advocacy and standards.

2. Professional
   The Secretary General is a highly skilled manager with senior experience in a professional context. Appropriate qualities and skills are required including those relevant to the management of an international NGO association and those required to establish credibility and rapport with its worldwide membership in the global library and information profession.

3. Communication and representation
   The Secretary General is a key spokesperson and representative for the Federation, at the highest levels, among the membership and in the broad international community. The Secretary General must respond to the varied interests and cultures of IFLA’s membership and ensure that those interests and cultures are reflected in IFLA’s decision making processes. To facilitate that interaction, the appointee should be fluent in written and spoken English and able to communicate in one or more of the other six official languages: Arabic, Chinese, French, German, Russian and Spanish.

4. Entrepreneurial
   The Secretary General is expected to further develop the IFLA brand and exploit its potential to achieve greater recognition and impact. Entrepreneurial activities are focussed on the enhancement of IFLA’s worldwide influence, especially with international organisations, and on the diversification of the Federation’s revenue base through sponsorship, donations and grants.

5. Personal qualities
   The Secretary General must be open-minded and impartial in resolving conflicts, understand and embrace diversity and respect differences, a good team leader, innovative, forward-thinking, and with a great sensitivity to different cultures. Other necessary qualities include:
   - Demonstrated leadership qualities.
   - Highly developed diplomatic skills.
   - Networking and negotiation skills of the highest order.
   - Communicates a compelling and inspiring vision for the development of an international federation
   - Fosters a culture of of professional development, delegation and trust with staff
   - Stress resistance to cope with the demands of a heavy workload and considerable international travel, often at night and on weekends.
   - Adept at change management

Position of Secretary General
The post is full-time and is offered for an initial period of 18 months, renewable by mutual agreement.

An attractive package of salary and benefits will be negotiated with the successful applicant. An appointee from outside the Netherlands may be eligible for significant tax benefits.

The successful candidate must be prepared to live in or near The Hague, Netherlands. It is expected that the successful applicant will relocate (if required) to The Hague by March 2016. The successful candidate will be expected to travel to the countries where IFLA works including developing and post conflict countries.

The appointment will commence with a period as Secretary General Designate during which the appointee will be able to work with the current Secretary General, Ms Jennefer Nicholson. The appointee will assume the position of Secretary General in May 2016, on the retirement of Ms. Nicholson.

For more information, please contact IFLA President-Elect Donna Scheeder: donna_scheeder@comcast.net.