

ASG, Director BOM

Position title: Assistant Secretary-General, Director Bureau of Management

Location: United Kingdom

Category: FTA International

Level: ASG

Duration: Two Years (Renewable)

Supervisor/Report to: Under-Secretary-General

Job type: Volunteer (Part-Time)

Overview

The International Youth Federation (IYF), is a global non-profit youth organization network governed by the present Statutes and the Swiss Civil Code. It is politically neutral, and non-denominational, aiming to empower youth worldwide.

The IYF is a global youth network, an organization advocating for change and connecting countries to knowledge, experience and resources to empower young people across the world. IYF works in over 50 countries and territories, helping to achieve youth empowerment and improve the status of youth.

The IYF Bureau of Management (BOM) has direct responsibility for the management and oversight of the organization and provides leadership, advisory, management support to the IYF Headquarters and other executive branches.

Under the guidance and direct supervision of the Under-Secretary-General, the Assistant Secretary-General and Director of Bureau of Management is responsible for supporting the IYF Senior Management in diverse aspects related to human resources, finance and administration, budget management, procurement and support services. S/he leads and manages the effective delivery of business services through relevant teams, provides guidance and capacity development support for IYF's presences at regional and country levels, and strategic advice to senior management.

Mission Statement

To voluntarily represent, positively promote, and uphold the mission of "Empowering youth for a better world" in various programs and opportunities throughout the IYF interventions across member countries.

Duties and Responsibilities

(A) Provide vision, innovation and leadership, and strategically directs and manages the Bureau to deliver high performance and quality on:

- Corporate services which are client focused, providing efficient, reliable, responsive and quality recruitment and HR services;
- Strategic corporate advice in key areas, including people's strategy and an improved performance management system;
- Lead corporate training, and talent management portfolio; and
- Compliance and risk management.

(B) Provide administrative support to the Secretary-General and the Executive Office:

- Prepares and issue correspondence, directives, management memorandum on behalf of the Secretary-General and the Executive Office in response to management issues;
- Prepares/approves HQ staff leaves in the e-leave system;
- Provide oversight to the Headquarters Human Resources Team, Leaders Assessment Center and other administrative-related issues;
- Contributes to knowledge networks among all staff; and
- Guides peers on coordination, administration management issues.

(C) Provides support to effective advocacy of management activities in close consultation with the Senior Management Team (SMT):

- Supports/Represent the Secretary-General in interactions (in sensitive, political, diplomatic, others) with various external partners such as Ambassadors, Donors, Country Delegations, Parliamentarians and high-level senior officials, as well as with global senior officials through Department of Protocol & Liaison Service.
- Maintains information on the Bureau activities; and
- Researches, obtains and ensures the requirements for background materials for briefings, meetings, official missions and appointments.

Competences

- **Lead (Level-4)** *Leadership is the art of motivating a group of people to act as a team towards achieving a common goal.*
- **Design (Level-4)** *Ability to recognize what changes are required and create a path for improvement using existing knowledge, problem solving skills, creativity and original ways of working.*

- **Empower (Level-4)** *Empowerment is a practice of giving team members skills, authority, opportunity and motivation so that they can take initiative and make decisions to solve problems and improve performance.*
- **Mobilize (Level-4)** *Ability to identify resources and activities that individuals and organizations will undertake to support the IYF's strategic goals and objectives. Engage and influence appropriate donors by building win-win relationships.*
- **Inspire (Level-4)** *Inspiration and lead by example is about energizing and creating a sense of direction and purpose in others, unlocking motivation and momentum for positive change.*

Functional Competencies

- Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- Strong people management skills.
- Ability to provide information, tools, resources to support work achievement.
- Strong interpersonal, communication and presentation skills.

Eligibility

- Highly interest in youth empowerment issues.
- Relevant management and administrative support skills are required.

Experience

Experience and results preferred in administrative, human resources, youth empowerment role, training, knowledge management, development, communications, international relations, capacity building, sport, women empowerment, public administration, public affairs, political science, international relations, economic affairs, social science, business administration, law, development studies, youth-led organizations or another relevant field.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Language

Fluency in English with superior drafting skills is essential.

Time commitment

- The duties can be performed remotely from any location; and
- As we are working on a very flexible schedule, the time commitment will be around (3-7 hours/week), but that may vary from week to another.