

## Chair, IYFNC

Position title: Chair, Nominations Commission

Location: United Kingdom

Category: FTA International

Level: D

Duration: Two Years (Renewable)

Department: IYF Executive Office

Supervisor/Report to: Secretary-General

Job type: Voluntary Service (VS) Part-Time

## Overview

The International Youth Federation is an international non-profit youth organizations network governed by the present Statutes and the Swiss Civil Code. It is neutral politically, and non-denominational, aim to empower youth worldwide.

The IYF Nominations Commission (IYFNC) acts as part of an organization's corporate governance to oversee overall nominations processes for different staff levels. Also, the commission is mandated to oversee internal elections.

Under the direction of the Secretary-General, the Chair of Nominations Commission is responsible for the overall administration, coordination, and evaluation of member's nominations and elections, ensuring that IYF has the best talented young leaders, and high-profile advisers and honorary members.

## 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.

## Responsibilities

### (A) Strategic leadership and support for the nomination process:

- Oversee and support nominations processes for different staff levels upon the request of the hiring unit/department;
- Represent the Executive Office/the Secretary-General in nomination-related matters, and act as Rapporteur for senior meetings/panels working on nomination of recruitment;
- Initiate, develop, implement and follow-up with a standard operating procedure (SOP) for the corporate nomination process;
- Communicate on behalf of the organization with partners, external agencies on nominations matters;
- Produce annual membership report, while sub-reports and recommendations shall be communicated every three months;
- Provide support for the elections process.

### (B) Oversee corporate review and assessment processes:

- Provide substantive support to the assessment process led by the IYF Leaders Assessment Center (LAC);
- Review and assess potential candidate's profiles along with the officials from the hiring unit;
- Participate in and attend competency-based interviews for the shortlisted candidates;
- Submit successful profiles to the Executive Office/Bureau of Management for consideration;
- Adding potential nominees who are not chosen for the office for which they were qualified for may be considered for an alternate position or to be added to IYF Pool of Experts.

## Core Competencies

- **Lead (Level-3)** *Leadership is the art of motivating a group of people to act as a team towards achieving a common goal.*
- **Design (Level-3)** *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-3)** *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-3)** *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-3)** *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 assist in strategic planning, results-based management and reporting.
- Ability to assist in corporate strategic initiatives.
- Excellent computer, internet, social media and information system skills.
- Excellent communication and coordination skills.

## Eligibility

- Only (18-38) age is accepted for this position.
- Highly interested in youth empowerment, youth issues.

## Skills Required for Position

- Ability to interact cordially and communicate with a diverse community.
- Effective oral and written communication skills.
- Ability to assess and evaluate situations quickly, accurately and effectively.

## Experience

Three-years of experience and results preferred in human resources, management, youth empowerment role, development, communications, international relations, youth studies, sport, women empowerment, 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.