



Secretary-General (Level 1)

Division: Secretary-General's Office

Duty Station: HQ – Stockholm, Sweden

Title of Line Manager: The Council, through the Council Chair

Context

Committed to the principles and practices of democracy, the Secretary-General (S-G) as the most senior officer of International IDEA, is ultimately responsible for the overall leadership of the institute, ensuring the mobilization of political and financial support to expand the Institute's impact and relevance. S/he will provide strategic direction, clarity and guidance in the delivery of International IDEA's mission "*to advance democracy worldwide, as a universal human aspiration and an enabler of sustainable development, through support to the building, strengthening and safeguarding of democratic political institutions and processes at all levels*" with the following key responsibilities as stipulated by International IDEA's Statutes:

1. To head the Secretariat of International IDEA under the direction of the Council.
2. The Secretary-General shall in particular:
 - a. provide strategic leadership for the Institute;
 - b. report on the overall implementation of the Institute's activities; and
 - c. represent the Institute externally and develop strong relations with Member States and other constituencies.
3. Appoint staff as required to carry out the programme of the Institute.

The Secretary-General achieves the vision of International IDEA by specifically:

1. Providing the leadership, direction, clarity and guidance for the development of International IDEA's activities to expand the Institute's impact and relevance;
2. Developing International IDEA's mission to support sustainable democratic change through providing knowledge, assisting in reform, and influencing policy and politics.
3. Leading on all aspects of the organisation's strategic development, planning and delivery of the organisation's established programmes and activities in the best interests of the organisation and its members;
4. Mobilizing political and financial support for the activities of International IDEA and leading the implementation of the corporate fundraising strategy by developing and securing funding for new programmes of work in accordance with the organisation's relationships with its Member States, other international organisations and funding agencies and governments;
5. Promoting and building on International IDEA's intergovernmental status and work with its Member States, to represent the organization and seek to leverage the organization's potential in support of sustainable democracy worldwide;

6. Strengthening and promoting International IDEA's collaboration with other organisations, institutions or networks working in the field of supporting democratic change;
7. Exercising financial control and budgetary management of the organisation and its programmes;
8. Facilitating a culture that inspires and motivates all employees and strengthening efforts to promote a sound and inclusive work environment.

Key Deliverables

1. Lead and represent International IDEA in accordance with the directives from the Council. The position will report to the Council, and upon delegation by the Council, to the Chair of the Council and/or the Steering Committee.
2. Develop and manage a clear strategic direction for International IDEA and overall leadership for consideration and approval by the Council.
3. Effectively deliver outputs as established in International IDEA's Strategy and annual plans as approved by the Council, integrating cross-cutting perspectives, including gender and inclusion, sustainable development and conflict sensitivity in the design and implementation of activities.
4. Develop and maintain a high reputation for International IDEA and strengthen the organisation's brand locally as well as internationally.
5. Lead the securing of new funding agreements with existing and potential donors/funders.
6. Develop and implement strategies to build on International IDEA's intergovernmental status and work with its Member States, representing the organization and seeking to leverage the organization's potential in support of democracy worldwide.
9. Develop and implement strategies to strengthen and promote International IDEA's collaboration with other organisations, institutions or networks working in the field of supporting democratic change.
7. Demonstrate effective financial control and management through an annual budget and reporting cycle.
8. Fully implement International IDEA's Staff Regulations and the Working Environment Plan of Action as approved by the Council. Contribute to creating a culture that inspires and motivates all employees whilst strengthening efforts to promote a sound and inclusive work environment.

Key clients/stakeholders

- Heads of State;
- Ministers;
- Senior international and national civil servants;
- Ambassadors;
- Chief Executives;
- Council representatives;
- Members of the Board of Advisers;
- Staff of International IDEA
- Representatives of the Swedish Government and civil service.

Annexure A: Key competencies

Decision Making

- The Secretary-General's decisions relate to the financial and programme commitments of the organization as approved by the Council, including staffing, work programmes, staff rules and procedures, as well as other decisions as delegated by the Council. The Secretary-General further consults with the Board on, and recommends to the Council, strategies, budgets, work programmes and priorities.

General Profile

- Extensive experience in senior leadership managerial positions in an international or intergovernmental organization or a governmental organization that deals with international affairs or equivalent.
- Decisions are guided by functional strategy and priorities; follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines; is accountable for the performance, results and success of the organization.
- Practical and theoretical knowledge of political processes and supporting democratic change especially with regard to electoral processes, constitution building processes and political participation and representation as well as the cross-cutting themes of gender and inclusion, conflict sensitivity, and sustainable development.
- Profound knowledge of the specific challenges of democratization as a dimension of international development and cooperation.
- Recognised as an expert within the organization; combines in-depth knowledge and breadth of expertise for the realization and execution of International IDEA's vision and mission.
- Solves unique and complex problems that have a broad impact on the organization.
- Is expected to travel globally to any geographical area.

Operational Knowledge, skills and experience

- Practical and theoretical knowledge of issues related to the unique mandate of International IDEA as an intergovernmental body; excellent command and understanding of the different themes which come together in International IDEA's mandate and work programme.
- Applies broad sector and global awareness to drive financial and operational performance across sub-functions.
- Excellent communicator, ability to build meaningful relationships and influence member states' representatives and other stakeholders; solid experience in targeting, cultivating and maintaining stakeholder relations.
- Actively promotes the search for information on donors and partners, identification of opportunities for initiation of new projects, and all other activities related to resource mobilization and partnership building.
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.
- Experience in managing organisational change management processes including the management of psychosocial work environment hazards.

Leadership

- Provides leadership and direction through Directors and Senior Managers.
- Acts as a model and resource for colleagues; mentors and plans with staff, appropriate activities to build capacity and development.
- Ability to communicate and to lead change, with a proven capacity to inspire, encourage, build trust and confidence and to drive collective action. Effectively manages and develops staff in

order to maximise performance and promote inclusive an inclusive and healthy working environment.

- Embraces and implements 360 degree evaluations in leadership.

Problem Solving

- Directs the resolution of highly complex or unusual operational problems applying advanced analytical thought and judgment.

Impact

- Leads functional strategy, impacts results of part of a function, division or region, or facilitates the work done by other functions by providing support to impact the organisation.

Communication and Interpersonal Skills

- Negotiates and influences the opinions of others within the unit and in external organizations; exercises sensitivity to the audience.
- Leads and promotes effective communication of operational services provision to external and internal stakeholders.
- Represents International IDEA effectively in all professional circles.
- Fluency in English and at least one other widely spoken language in an International IDEA priority region (Arabic, French, Spanish) is **essential**.

Education and Experience

- Post-graduate qualification in Social Science, Political Science, International Law, International Relations, International Development, Peace and Development studies or a similar relevant subject.
- A proven record of extensive leadership and management skills in a demanding, complex and culturally diversified environment within international affairs from intergovernmental, governmental or other international/multicultural organisations.
- Minimum fifteen (15) years' experience in the field of democracy, broadly covering the four thematic components of International IDEA's programme – i.e. (1) Constitution Building Processes, (2) Democracy Assessment and Political Analysis, (3) Electoral Processes, and (4) Political Parties, Participation and Representation.
- Excellent diplomatic and networking skills and a deep understanding of political processes; Experience of high-level representation on behalf of organizations and with donors, member states and partners.
- Proven track record of achieving results in a corporate or a non-profit environment, with demonstrated success in developing policies, procedures and processes and building systems and tools to support a growth-oriented organization.