

**Position:** Secretary General

**Accountable to:** Board of Directors, through the President

**Hours of work:** 38 hours per week

### About the International Federation on Ageing

The International Federation on Ageing (IFA) IFA stands to drive the agenda for the world's population ageing through being the global point of connection and networks of experts and expertise to influence and shape age-related policy. We are proud to have general consultative status at the United Nations and be a non-State actor at the World Health Organization.

IFA workstreams and portfolios are viewed through the lens of the action areas and enablers of the UN Decade of Healthy Ageing and underpinned through the essential need to have a UN Convention on the Rights of Older People. Through our vision of 'a world of healthy older people whose rights and choices are both protected and respected" we work to help inform and shape policies at the intergovernmental levels and then help to build the capacity and capabilities of civil society in local and national locales.

At the heart of the IFA is the essential philosophy and actions of bringing 'unlike together' being able to work across sectors and disciplines in a seamless and unconditional manner. At every point of our work, conversations, relationships and representations we are working to create an environment that enables older people to do what they have reason to value.

The Sec General fulfils the role of the CEO of IFA (as stipulated in the Corporation by-laws and the officer responsible for the governance, performance and strategic delivery / growth of the organisation. This brief introduction embodies the job of the Secretary General which is outlined below in accordance with the general duties, specific responsibilities for the Board and Secretariat which serves the members of the International Federation on Ageing.

## 1. General Duties

- Responsible for sound financial status of the organisation through a deep understanding of the strategies and actions to generate funds commensurate with the strategic positioning and priorities.
- Represent the IFA in a professional and ethical manner reflecting its mission, objectives and values on all and every agency and committee including the UN and WHO
- With the Board help inform and develop overarching strategic plans that are set through agreed goals and priorities and operationalised through knowledge creation, advocacy, and communication and resource development
- Manage the secretariat efficiently and effectively ensuring the review and implementation of policies determined and approved by the Board of Directors
- Fulfill all statutory obligations and that affect the responsibilities of the Public Officer, in accordance with the relevant legislation

## 2. Specific Responsibilities

### Board

- Ensure the Board of Directors can conduct their governance duties through the comprehensive and timely preparation and dissemination of agendas, minutes, papers and other such essential materials
- Ensure that the standing committee of the Nominating Committee and all other ad hoc committees and working groups are supported with essential agendas papers and minutes
- Reviewing the Governance Manual on an annual basis to make recommendations for amendments and / or replacement of policies and guidelines
- Provide comprehensive reports (financial and operational) that are in accordance with the relevant legislation and Board direction. Liaise with the Treasurer to prepare budgets
- Oversee the review and improvement of administration systems and procedures, to ensure the optimisation of all resources – human and material

### Secretariat

- Oversee staff recruitment, employment agreements and reviews in accordance with policies and procedures agreed in the Governance Manual
- Oversee the review and improvement of administration systems and procedures, to ensure the optimisation of all resources – human and material
- Ensure that strong communication lines are in place at all levels within the organisation and with outside parties, categories of members and funders
- Build financial base to fund initiatives, monitor and evaluate all initiatives and report to funders as required

## Salary and benefits

In accordance with the letter of appointment.

## Duty Hours

In accordance with the requirements of the position.

## Review

On a bi-annual basis

## Core Competencies

### 1. People Management and Leadership

Exemplifies IFA values. Presents a vision of where IFA is heading and what is required to attain the long-term goals. Recognises and shares an understanding of complex situation including the implications of internal and external influences which encourage the achievement of its objectives.

Identifies and addresses the factors that block or hinder greater organisational performance and thinks through future implications and weighs the benefits and risks associated with potential actions. Ensures organizational success through creating an environment, which encourages on-going learning and high performance. Inspires and motivates others to achieve organizational goals. Shows commitment and high-level support for people management practices. Consults and values the views of staff.

### 2. Communicastion and Interpersonal Skills

Demonstrates extensive professional expertise in the direction and control of critical functions and/or in managing a diverse range of complex situations, which significantly impact on the organization as a whole.

Consults, informs and communicates to internal and external stakeholders the merits, the role and the responsibility the organisation has in helping to shape and influence policy within and across intergovernmental agendas such as but not limited to the UN Decade of Healthy Ageing, the WHO Immunisation Agenda 2030 and the UN Sustainable Development Goals.

The Secretary General must be fully conversant in the dynamics and impact of population ageing and the intersection with various issues which are priorities in the IFA Strategic Plan. With this content knowledge position holder may also discuss and co-design with funders projects, programs of work and expert meetings that speak to the mission and vision of the organisation. Specialist advice to the President, Directors, decision making bodies and consultations must be inherent to the communication and interpersonal attributes.

### 3. Organisational Awareness

Translates corporate goals/strategic plan into funding opportunities across various sectors.

Ensures an understanding of the IFA fit for purpose with its external environment and specifically the United Nations and the World Health Organization. Demonstrating an understanding of corporate goals, directions and activities; an understanding of their organisational role and how the role interacts and influences the work of others and the organization.

Leads and helps to influence the cross sector, cross disciplinary approach which sets the IFA apart from other NGOs in this field of action. Promotes a collaborative co-design integrated approach within and external to the organization toward attainment of program and organizational goals.

Coordinates the development and oversees the implementation of organisational plans to contribute to achieving the organization's goals. The ability to consult, look ahead, develop strategies, set priorities, schedule work, manage time, allocate and coordinate the use of resources.

#### 4. Change Management

Is instrumental in not only developing change initiatives from the mission but also to gaining acceptance and ownership from stakeholders. Evaluates the environments and pressures, seeking to anticipate the needs for organizational change in the short medium- and long-term scenarios. Weighs up a range of options and consults with others to develop change strategies and enhance the acceptance of change.

Promotes the development of an adaptive, responsive work culture across the organization through anticipating, identifying, and resolving issues that impact people and organisational and therein our members (government, NGOs, industry, academia and older people).

**All enquiries, information and applications are private and confidential. A comprehensive CV and letter of interest should be sent to the IFA President, Mr Graeme Prior ([graeme.prior@hallprior.com.au](mailto:graeme.prior@hallprior.com.au)) with a copy to Mr Greg Shaw ([gshaw@ifa.ngo](mailto:gshaw@ifa.ngo)). Additional information about the role of Secretary General must only be directed to Dr Barratt ([jbarratt@ifa.ngo](mailto:jbarratt@ifa.ngo)).**

**Deadline for the letter of interest for the job of Secretary General, IFA is Thursday 26th October 2023.**