



## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR**

#### **ISW-SWE GROUP**

The International Secretariat for Water (ISW), based in Montreal, Canada, and Solidarity Water Europe (SWE), based in Strasbourg, France, bring together more than 300 people committed to supporting the cause of water throughout the world, whether through an organization or not. From all walks of life, they are either volunteers, consultants or employees. Their mission is to ensure that the principles found in the Montreal Charter (1990) and the Declaration of Strasbourg (1998)—both of which pertain to universal access to water and sanitation—are upheld. ISW and SWE activities are focused mainly in rural areas, small communities and peri-urban areas, and are developed according to each area's individual hydrographical basin. The goal is to help ensure access to water and sanitation to as many people as possible and, among others, to achieve the United Nations' target for Goal 6 of the SDG.

#### **MAIN OBJECTIVES**

The Board of Directors appoints an Executive Director from the shortlist compiled by the Executive Committee.

The Executive Director's main objective is to ensure – by delegation from the Chairmen and Executive Committee – the optimal management of the Group's various establishments by providing support, particularly in terms of content, finance, management and human resources. This role is first and foremost a role of engagement and responsibility requiring active participation in the Group's development, the willingness to be readily available and a constant view to improve and be more efficient.

## **RESPONSIBILITIES**

Under the aegis of the Chairmen and the Executive Committee, the Executive Director performs the following:

### **Supervision:**

- Participates with the Chairmen and the Executive Committee in developing a vision, a mission and a strategic plan, and promotes and implements them once they have been adopted;
- Supports the Chairmen in ensuring that the Board of Directors and the Executive Committee perform their roles and responsibilities in terms of governance;
- Identifies and assesses internal and external issues that can affect the Group, reports them to the Chairmen and the Executive Committee, and recommends measures to counter them;
- Fosters high-quality, effective team work between the Board of Directors, the Executive Committee, the other Group committees and the employees;
- Ensures that everything is running smoothly, particularly the various committees;
- Acts as a spokesperson for the Group, in addition to the Chairmen;
- Conducts official correspondence on behalf of, and/or in collaboration with, the Board of Directors and the Executive Committee.

### **Operational planning and management:**

- Develops and implements yearly operational plans (once they have been accepted by the Board of Directors or the Executive Committee) that work toward the Group's strategic direction;
- Supervises the Group's day-to-day operations efficiently;
- Drafts and reviews policies for the approval of the Board of Directors and the Executive Committee, and establishes procedures to implement the approved policies;
- Ensures that the Group's administrative systems and processes enable it to meet its obligations toward the Board of Directors, the Executive Committee, the other committees and the employees;
- Provides support to the Board of Directors and the Executive Committee by preparing meeting agendas and supporting material, and by drawing up and distributing the minutes.

### **Program planning and management:**

- Oversees the planning, implementation and evaluation of all the Group's programs, projects and activities;
- Supervises the planning, implementation, tracking and evaluation of all projects financed by external funding sources, including reporting conformity.

**Human resources planning and management:**

- Identifies staffing requirements for organizational management and program delivery;
- Supervises the implementation of human resources policies, procedures and practices for staff and volunteers, and develops job descriptions and contracts for all employees;
- Recruits staff according to the Group's needs and means and oversees their work;
- Ensures that all staff training meets the appropriate requirements;
- Creates a safe, healthy and positive work environment for the staff.

**Financial planning and management:**

- Prepares the Group's yearly operational budget, with the help of the Group's treasurer;
- Pursues appropriate funding for the Group's activities;
- Monitors calls for projects issued by various pertinent agencies/organizations;
- Supervises the creation of submissions for projects and activities that further the Group's mission and support its strategic priorities;
- Approves expenditures within the authority delegated by the Board of Directors or the Executive Committee;
- Administers the Group's funds in accordance with the approved yearly operational budget and monitors the organization's monthly cash flow;
- Regularly prepares comprehensive revenue and expenditure reports for the Chairmen and the Executive Committee;
- Supervises the financial management of all projects and ensures that sound bookkeeping and accounting procedures are followed;
- Ensures that the Group complies with all tax-related legislation and others.

**Networking/promotion/communication:**

- Establishes effective communication with the main players in the Group's sector of activity;
- Keeps key players informed of the Group's activities and identifies potential opportunities to collaborate;
- Searches for ways to expand and promote the Group's role;
- Ensures that the Group's website is functional and up-to-date;
- Develops and distributes the Group's annual report and promotional material.

**THE GROUP'S ORGANIZATION**

The Executive Director coordinates the ISW-SWE Group's activities from Montreal. Projects are currently taking place in Canada, France, Moldova, Bulgaria, Uzbekistan, Tajikistan, Burkina Faso and Peru. The Executive Director must sometimes travel according to the Group's needs.

### **SALARY**

The salary is \$65,000 CAD, which can be reviewed according to experience and other qualifications.

**Due to the nature of the Executive Director's responsibilities, a relationship of explicit trust must be cultivated with the Chairmen, the Executive Committee and the Board of Directors.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to position oneself among multiple actors in a complex world to drive forward the Group's policies;
- Comprehension of the role of a director in an organization based on a social and solidarity-based economy: the role of ethics, the power delegation, its mandate, the relationship between the analysis of population needs, of public policies, etc.;
- Management skills: leading a team, strategic analysis, ability to make decisions;
- Ability to guide, monitor and approve the work of the operational management teams;
- General knowledge of social rights and labour laws, management, and sector-specific regulation;
- Ability to develop partnerships and foster a sense of teamwork around a project;
- Ability to negotiate with various partners (elected officials, technical service providers, funders, etc.);
- Excellent knowledge of either French or English, very good knowledge of the other language;
- Excellent computer skills;
- Good writing skills.

### **PERSONAL CHARACTERISTICS**

- Has a keen political and strategic savvy used to engage elected officials and their services, and to help them understand and approve decisions;
- Has a passion for the non-governmental sector;
- Has a knack for convincing and mobilizing people;
- Can secure a position in formal and informal networks;
- Respects association-based values and ethics;
- Upholds clearly defined guidelines;
- Knows how to seek out social needs, takes a proactive approach for social innovation.

### **TO APPLY**

Please send your résumé and cover letter before 4pm, on March 24, 2017, to: [emploi@sie-isw.org](mailto:emploi@sie-isw.org).

**Only selected candidates will be contacted.**