

ICAE Secretary General 2014

ICAE SECRETARY GENERAL

The International Council for Adult Education is seeking to appoint a new Secretary General to follow Celita Eccher, who retires in June 2014 following a distinguished twelve years in the post. We seek an experienced educator and advocate, with flair, passion, diplomatic and organisational skills, a great communicator, with a strong commitment to social justice, to lead the global network of NGOs in adult education. For more information contact information@icae.org.uy, from 10 November and put Sec Gen in the subject box. Completed applications need be sent to icaepresident@gmail.com by 6pm UK time on 31 January, 2014.

Characteristics of the candidate we want

1. Qualifications

- a. University degree or equivalent (Essential)
- b. Fluent in languages, English plus at least one more official UN language (Essential)
- c. Degree/Post graduate degree in adult education, management and administration, economy, human science and/or politics (preferred)

2. Experiences and background relevant for the position

A blend of experiences from amongst the following:

- a. Relevant experience in education preferably in non-formal education/ adult education(from provider, university, NGO or similar)
- b. Advocacy and funding experience.
- c. Work experience for several years in – or for - more than one country/continent.
- d. Experience working in (international) NGOs, or (preferably) networks
- e. Engagement with social movements and experience in networking
- f. Management/leadership experience, including financial management.

3. Essential personal and social skills

- a. Skills in team working, networking, cooperation, cross cultural skills, “getting things done”
- b. Advocacy and funding skills
- c. Excellent communication skills, including ICT and social media
- d. Willingness to travel extensively

4. Employment base.

Whilst there is an expectation that the appointed person would spend a transitional period in the office in Montevideo, the Secretary General post can be based elsewhere.

- a. Our preference is for the candidate to come from “the global South”
- b. Someone who can work either from Montevideo, from a regional member, or able to negotiate with an already existing NGO to act as a host organization

Accountability and responsibility

The Secretary General is the lead officer of ICAE and is:

- responsible for the employment and effective deployment of ICAE staff, to achieve the strategic goals agreed at the three/four yearly General Assembly
- responsible as the accounting officer for the proper and efficient management of its finances, including effective strategies for fundraising
- responsible for maintaining effective communications and co-operation with ICAE's seven regions, its organizational and individual members, and with the Gender and Education Office network ICAE supports
- responsible for leading ICAE's advocacy work, including through securing and maintaining effective partnerships with other bodies to secure the best interests of youth and adult learning and to influence
- responsible for securing the design and delivery of an annual International Academy for Lifelong Learning Advocates,
- responsible for organizing and servicing ICAE General Assemblies, and meetings of the Executive and its task groups.
- The Secretary General will report to the Executive on a regular and timely basis, and be line managed on their behalf by the President.

Remuneration

The postholder will be paid at a spot point on a scale beginning at \$55,000 US a year, subject to negotiation and depending on experience.

Timetable

- Completed applications should be submitted to icaepresident@gmail.com by 31 Jan 2014, by letter, attaching a curriculum vitae and the names of 3 referees
- Interviews will be held in mid March with short-listed candidates, and a recommendation for appointment will be made then. Exact details of date and venue will be circulated later.
- 1 June 2014 New Secretary General starts, overlapping for up to one month with the outgoing Secretary General.

ICAE

Secretary General working globally

The International Council for Adult Education (ICAE) is a global network created in 1973, which is committed to securing education as a human right for all adults. It recognizes the importance of formal, non-formal and informal learning, and the value of learning throughout the life span. ICAE recognizes the key role adult learning plays in the achievement of a wide range of social policy outcomes.

ICAE is formally registered in Uruguay as a not for profit organization. It is composed of non-governmental organizations, regional, national and sectoral networks in more than 75 countries. ICAE is an NGO which enjoys formal associate status with UNESCO and consultative status with the United Nations Economic and Social Council (ECOSOC). It is a strategic network that promotes adult learning as a tool for active citizenship and informed participation of people. Our Secretary General, Celita Eccher is stepping down after 12 years of distinguished leadership, and we are searching for her successor.

ICAE has an Executive Committee elected by the General Assembly, which meets every four year, and a Secretariat situated in Montevideo, Uruguay with 4-5 full-time equivalent employed staff.

ICAE pursues its goal of securing education as a human right for all adults through:

- Active advocacy in the UN system, and through regions, members and networks seeks to influence policy and practice nationally and locally;
- Training emerging leaders in adult and youth education through its annual International Academy for Lifelong Learning Advocacy;
- Work programmes – monitoring progress in achieving the agreements governments made at CONFINTEA VI and through Education for All and the MDGs; decent learning for decent work; folkbildung and popular education; education for sustainable development in a climate changing world; and through GEO – its Gender and Education Office – work to secure gender parity and to overcome exclusion and discrimination against marginalized groups;
- Active participation in wider social movements, and through partnership.
- Shaping ICAE's future direction along with the Board, strategic planning, fund raising, membership enhancement, providing direction to the communication work.

ICAE is an organization based on solidarity.

Our new Secretary General should have experience and higher education in (adult) education, policy and advocacy work, **fluent in at least one language additional to English**, cross cultural competence and skills in organizing team work and events; but above all with a passionate commitment to social justice through adult learning and education.
