



INTERNATIONAL ASSOCIATION
ASSOCIATION OF UNIVERSITIES
INTERNATIONALE
DES UNIVERSITES
INTERNATIONAL UNIVERSITIES BUREAU BUREAU INTERNATIONAL DES UNIVERSITES

Position IAU Deputy Secretary General now open

The Deputy Secretary General is appointed by the IAU and reports to the IAU Secretary General. He / She will work in the following context.

The IAU

IAU aims to be the most representative and influential global association of diverse higher education institutions and their organizations, promoting and advancing a dynamic leadership role for higher education in society.

The International Association of Universities (IAU), a membership organization of more than 650 universities and university organizations from around the world, is seeking candidates for the position of Deputy Secretary General.

IAU Mission

IAU promotes collaboration among its Members by articulating the fundamental values and principles that underpin the pursuit, dissemination and application of knowledge. The Association advocates for higher education policies and practices that respect diverse perspectives and promote social responsibility. With a particular emphasis on values and leadership, and acting as a forum for sharing and joint action, IAU encourages innovation, mutual learning and cooperation among institutions.

The IAU is an independent international Non-Governmental Organization, based at UNESCO in Paris, France. Founded in 1950, the IAU is an official partner of UNESCO (associate status), led by an elected President and an Administrative Board of 20 higher education leaders from as many countries.

IAU Values

- Academic freedom, institutional autonomy and social responsibility locally and globally
- Cooperation and solidarity based on mutuality of interests and shared benefits
- Tolerance of divergent opinions, freedom from political interference
- Equity in access and success in higher education and open access to knowledge
- Scientific integrity and ethical behaviour as cornerstones of conduct for all stakeholders in higher education
- Higher education and research in the public interest

Deputy Secretary General

Reporting to the Secretary-General/Executive Director, and in line with the IAU strategic plan, the Deputy Secretary-General collaborates on the development, implementation and coordination of the on-going and theme-focused activities of the Secretariat as well as the overall management of personnel.

These responsibilities are, primarily as follows:

- Together with the Secretary General, coordination of activities and projects, including conference planning and fundraising related to implement the work plans
- Development of overall fundraising strategy and drafting of projects proposals to respond to specific international Calls
- Together with the Secretary General, coordination of the preparation of annual work plans for activities related to thematic priorities, with particular attention to the financial aspects of the projects



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- Acting as second-in-command (2IC) in terms of overall management and supervision of the Secretariat
- Representation of the IAU at conferences and meetings as required
- Other as will be defined as per the needs of the secretariat

Minimum requirements

- Post graduate degree

Professional experience

- Several years of professional working experience at a senior level
- Experience of leadership in a membership organisation, a higher education institution, an international NGO or government service related to higher education
- Management of multi-cultural team of professionals
- Experience in project development and fundraising
- International network of contacts and ability to work with higher education leaders

Knowledge and skills

- High level of familiarity with of the world of higher education
- Good knowledge of at least one of the IAU key priority thematic areas of work
- Fundraising and project proposal development and writing expertise
- Fluent in English with strong knowledge of the second official language (French)
- Good analytical, communication and writing skills
- Inter-cultural sensitivity, respect for other perspectives and good people-skills
- Flexibility and creativity
- Capacity to deal with multiple demands and set priorities

Contract

- Contract under French law
- The candidate will work at the Paris Office
- Start date : end 2017 / early 2018 latest
- Deadline for submitting a candidacy: 30 October 2017

For further information: please contact Hilligje van't Land, IAU Secretary General (h.vantland@iau-aiu.net)

To apply: candidates are invited to send a CV and letter of interest to Mme Angella NINO, AIU Manager Finances and Administration (a.nino@iau-aiu.net).