

INTERNATIONAL FEDERATION OF TRAINING AND DEVELOPMENT OF ORGANISATIONS (IFTDO)

RECRUITMENT OF EXECUTIVE DIRECTOR

IFTDO is a world-wide federation of training and learning development organization of the public and private sector including SME's and family business in particular those companies interested in HR/training worldwide. IFTDO was founded in Geneva in 1972 and is currently registered as a non-profit organization in United Kingdom. It has consultative status with United Nations (ECOSOC). Information regarding IFTDO is available at www.iftdo.net

IFTDO is looking for a suitable person to discharge the role of Executive Director. The job description includes assisting in the following functions, but not limited to:

1. IFTDO Promotion and Membership
2. IFTDO World Conferences and IFTDO Global Awards
3. IFTDO News, Journal, Publications and Website & Social Media Management
4. Secretarial Support to IFTDO Board and Committees, maintenance of accounts and managing IFTDO activities as per Board decisions and direction
5. Networking with International Bodies & Organisations
6. Opening & Maintaining of IFTDO Regional Offices
7. Compliance with statutory and other requirements and Liaison with UN agencies and other bodies

Expected Profile of candidates

1. Degree in Business Administration/ Human Resources Management or any other relevant subject as acceptable to IFTDO.
2. Minimum 10 years' experience in a professional association/organisation, civil society organization/NGO or corporate organisation in a relevant field including holding a senior position.
3. Preferably experience of working/interaction with international organization and organising international events.
4. Knowledge of IT & Financial Procedures
5. A strategist thinker with good skills in creativity and innovation as well as high level of initiatives.

Proposed terms and conditions

1. 2 years' contract with 6 months' probation period
2. Terminable with 3 months' notice on either side
3. Contract can be on employment or consultancy fee basis
4. The person to operate from his/her own office/place in any country
5. Total Compensation upto US\$2000 pm (commensurate with qualifications and experience) plus travel expenses and other benefits as per rules
6. Reporting relationship-will be to the Chairman of the board.

Applications giving full biographical details with photograph are to be sent to the following address latest by March 31, 2024:

sg@iftdo.net