



FEDERATION OF ASSOCIATIONS OF FORMER INTERNATIONAL CIVIL SERVANTS
FÉDÉRATION DES ASSOCIATIONS DES ANCIENS FONCTIONNAIRES INTERNATIONAUX
FEDERACION DE ASOCIACIONES DE EX-FUNCIONARIOS INTERNACIONALES

**Description of functions
FAFICS SECRETARY**

(a volunteer and unpaid position, residence in Geneva not required)

**Duties of the FAFICS Secretary as per paragraph 5.8 of the
FAFICS Rules of Procedure:**

The Secretary shall keep a record of membership, give notice of meetings, record all votes and arrange for the taking of record of meetings. He or she shall assist the President in the administration of the day-to-day affairs of the Federation, including the maintenance of its records. The functions of the Secretary shall also be guided by such internal rules as the Bureau may adopt from time to time for the orderly management of the affairs of the Federation.

DESCRIPTION OF FUNCTIONS

The Secretary:

- Makes arrangements for Council and Bureau meetings, provides information and guidance to host associations on preparations to be made for those meetings, assists participants in obtaining visas and carries out other duties as required;
- Observes and communicates deadlines for the work of the Council;
- Follows up on the implementation of Council and Bureau decisions and regularly reports thereon to the President and the Bureau;
- Manages and distributes documentation, with emphasis on the annual Council
- Makes arrangements, as appropriate, for recording the deliberations and decisions of Council, Bureau and related meetings;
- Organizes the maintenance, proper organization and safekeeping of the records of the Federation, including distribution lists, documents and reports of the FAFICS Council and its Standing Committees, as well as its Bureau;
- Works in collaboration with, and assists, the Treasurer as appropriate, in compliance with the relevant internal rules of FAFICS;
- Facilitate communications between FAFICS and member associations, including updating the FAFICS website; and
- Provides assistance, information and advice to persons interested or engaged in setting up new associations;
- Ensures the smooth functioning and operational efficiency of the FAFICS office

Competencies required

The FAFICS Secretary must have an excellent general knowledge of the United Nations system, thorough knowledge of the work of the Federation and a practical understanding of the operations and needs of the various AFICS associations.

Excellent communications and organizational skills, demonstrated negotiation skills, sound judgement and ability to present ideas clearly, both orally and in writing. Since the work of the Council is in English, the Secretary must be fully fluent in English and have highly developed drafting/editing ability. Knowledge of other languages, such as French, Spanish and Russian is highly desirable.

Ability to facilitate internal teamwork and collaborative frameworks for dialogue among member associations.

Strong IT skills.