

Position Specification

IEC

General Secretary and CEO

Our Client

The IEC (International Electrotechnical Committee) is a worldwide, independent, quasi-governmental, not-for-profit membership organization (funded by membership fees and sales), that develops state-of-the-art, globally relevant International Standards for electrical, electronic and information technologies.

The IEC provides a standardized approach to conformity assessment and offers unique services to support the testing and certification of components, products and systems, as well as the competence of persons.

IEC work impacts about 20% of global trade (in value) and looks at aspects such as safety, interoperability, performance and the environment for a vast range of technology areas, including energy, manufacturing, transportation, healthcare, homes, buildings and cities. IEC is globally respected for its Standards and Certification programs and is recognized for enhancing public safety, creating a more efficient world and improving quality of life.

Its members are the National Committees within 170 countries, representing its private and public electrotechnical interest per country.

IEC has its Central Office (100 staff) in Geneva, and has Regional Offices in Sydney, Nairobi, Singapore, Sao Paulo and Worcester (USA).

To learn more about the work of IEC, visit: <https://www.iec.ch/>

The Role

From the IEC Statutes and Rules of Operation:

“The General Secretary is an Officer of the Commission.

The General Secretary is the Chief Executive Officer of the Commission.

He/she shall be appointed by the Council and shall hold office at the discretion of the Council.

As such, he/she shall carry out the instructions of the Council and Council Board under the supervision of the Executive Committee, of which he/she is an ex officio member.

He/she shall direct the Central Office and is empowered to act as its legal representative and signatory. The General Secretary may take part in all meetings but without vote.”

The General Secretary and CEO reports directly to the President and the Executive Committee. The President together with the Deputy President appraise the General Secretary (GenSec). The GenSec supervises the Central Office (CO) which provides e.g. secretarial services to Governing Boards and support to the Technical Committees (TCs), Sub-committees (SCs) and Conformity Assessment (CA) Systems and all other support functions that the IEC community may need. The 5 Regional Centres are part of the Central Office Organization. The GenSec is responsible for planning, directing and coordinating the day-to-day functioning of the IEC organization and the CO.

Key responsibilities include but are not limited to the following:

- Organizational Leadership & Support of Boards and Council
- Strategic Planning and implementation
- Financial Management of the CO
- Membership and Stakeholder Relationship development
- Public Relations

Marketing and promotions

- Sale of Publications
- IT tools for the IEC community
- Legal representative for the IEC and CO
- Administrative support to the Technical Committees (TCs), Sub-committees (SCs) and
- Conformity Assessment (CA) Systems.
- Organization of the Meetings of the IEC, incl. the General Meeting
- Supervisor of the Executive Secretaries of the CA Systems
- Ex Officio:
 - Member of the Council and ExCo
 - Member of the Governing boards: Council Board (CB), Standardization Management Board (SMB), Conformity Assessment Board (CAB), Market Strategy Board (MSB)
 - Vice-chair of the Pension fund for the Geneva Staff.

Qualifications and Competencies**Overall Leadership:**

- Strengthen relationships with the National Committees, that constitute the membership of the organization
- Set and implement the strategic direction of the IEC
- Demonstrate an awareness of the “big picture” facing the industry in a broad range of issues, markets and cultures; able to spot previously unidentified opportunities in support of the needs of the membership; capable of distinguishing between primary and secondary issues
- Execute the operating model and organizational priorities to achieve IEC’s goals, communicating a clear, direct and compelling vision to effectively implement the plan
- Cultivate and foster an organizational culture that supports IEC’s mission and promotes collaboration, engagement and success across the IEC organization
- Lead, engage and inspire a wide network of members and staff
- Strengthen external relationships and alliances with individuals and organizations whose mission and purpose are aligned with that of IEC
- Build a constructive and collaborative relationship with the Council, Council Board and Executive Committee

Operational Management:

- Translate the vision/mission of IEC into actionable, quantitative plans, delegate responsibilities, assure accountability and allocate resources appropriately to ensure results
- Drive IEC’s plans and priorities and establish an effective work structure and processes to maximize performance and achieve goals; own the measurement and effectiveness of all processes
- Build and manage IEC’s organization, review and, as appropriate, recommend changes to the IEC’s organization to improve IEC’s performance and effectiveness; engaging everyone concerned on the new path forward, being the catalyst to achieve the change required
- Strong and effective Manager of the Central Office, providing day-to-day leadership and management of IEC’s core activities, driving continued operational excellence
- Manage and evaluate staff; professionalizing teams, making decisions in a timely yet inclusive manner
- Experience in cultural change management, instilling a sense of urgency and crisp decision making through every level of the team and operations

- Develop and ensure timely, accurate, and complete reports on IEC's operating activities, results, and impact
- Manage efficiently the IEC organization, understanding its financial, HR and other administrative aspects and drive the team towards positive results and build momentum for continuous improvement
- Proven hands-on leader with a strong track record of running and driving the execution
- Strong financial acumen and track record of developing accurate quantitative plans
- Provide sound financial leadership, including the development of strategies to enhance IEC's overall financial performance; managing the revenue generation and its business models
- Assure the implementation of agreed-upon financial strategies; maintain ongoing communications with the Council, Council Board and ExCo

Staff Leadership:

- Management experience of a large and diverse group of employees and a good understanding how to forge strong teams of people with multiple perspectives and talents; while ensuring an efficient and smooth management of the business/organization
- Encourage good performance and promote successful and productive interaction between IEC and its internal and external constituencies
- Create a sense of purpose/meaning for the team and engage others to the greater purpose of the organization as a whole
- Strengthen a culture of performance, foster IEC's values and behaviours that respect IEC's strong history, while stimulating innovation and entrepreneurship

Building Relationships and Using Influence:

- Ensure transparency and communicate regularly with National Committees
- Exceptional people and team management skills
- High organizational EQ and ability to unite the organization
- Proven track record in hiring and developing talent, and managing high performing teams
- People agile – able to work with and motivate individuals coming from different backgrounds and with different styles
- Effective influencing skills – proven ability to persuade others towards an idea or goal.
- Excellent communications and listening skills
- Active listener – demonstrated strong listening, information gathering and empathy skills for uncovering and defining deliverables, needs and outcomes
- Readily connect and develop and leverage strong relationships with others, demonstrating empathy, engagement and strong communications
- “Get things done” behind the scenes without compromising principles
- Connect dots and build effective coalitions to move the agenda forward
- Ensure transparency and communicate regularly with the Council Board and ExCo on all governance areas, including strategic planning, financial oversight and operations

Candidate Profile**Academic qualities:**

- As a minimum, candidates will have obtained a master's degree.

Experience:

- Successful track record in leadership positions
- A minimum of 15/20 years of relevant experience in a business or organization
- People management and oversight HR/Finance/Operations/IT
- International member-based organization experience
- Global experience

Knowledge / skills:

- Knowledge of Intellectual Property, affinity with the electrical, electronic and IT systems is an asset
- Knowledge of standardization and international and regional practices of standards and/or conformity assessment is a plus
- Good negotiating and diplomacy skills
- Solid engaging and influencing skills
- Strong public presence and public speaking abilities
- Understanding of finance and accounting functions and the ability to develop and administer budgets and other financial control systems
- Organizational and project management skills
- Languages: fluency in written and spoken English is a prerequisite and French is a plus

Profile:

- Strong executive presence that exudes confidence, integrity, transparency and competence
- Transparent and authentic
- Appreciates and gives room for the ideas of others but likewise possesses professional courage to challenge appropriately when needed
- Proactive. Highly motivated. Flexible.
- A creative problem solver. Independent, collaborative
- Gravitas and credibility. Possesses personal stature and conviction as well as deep reserves of business and operational experience to stand his/her ground on important issues.
- Respected at all levels internally and externally for his/her integrity and accountability of operating and business skills.
- Good at quickly building trust. A team builder
- Political sensitivity and business acumen
- Holds to well-articulated core values and expected behaviour, sets the example
- Strong relationship builder and networker; developing and sustaining strong relationships internally and externally
- Excellent interface between staff, members and external stakeholders
- Strongly self-motivated, is focused and has a high capacity for work
- Is savvy and pragmatic, has a can-do approach
- Astute communicator, a convincing debater and negotiator
- Thrives on challenges and is relentless optimistic while being grounded in reality

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- Global view and cultural astute
 - Willing to travel internationally (25-35%)

Location

Based in Geneva. In case the candidate is not living in or close to Geneva, relocation will be required.

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