

## ICHRP EXECUTIVE DIRECTOR – JOB DESCRIPTION

November 2009

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### PRIMARY RESPONSIBILITIES

To enhance the ICHRP's reputation as a centre of excellence and an agenda-setting institution in human rights policy research and thinking. In particular to take general responsibility for:

- ICHRP's strategic direction as decided by the Board
- ICHRP's overall political profile and impact
- the shape and quality of the research programme
- planning and co-ordination
- staff and structures
- ICHRP's financial stability, fundraising
- accountability to the Board

**Reports to:** The Executive Board

### RESPONSIBILITIES IN DETAIL

1. **Accountability: Governance**
  - To act as Chief Executive of the Secretariat and to exercise primary responsibility for the overall management of the ICHRP and the administration of its programme.
  - To advise and report to the Board regularly on matters related to the ICHRP programme and management of the Secretariat.
  - To ensure preparation of documents for and after Board meetings, including minutes; ensure implementation of decisions and convene and organise consultations of the Board as required.
  - To convene meetings of the International Council, as approved by the Board.
  - To constitute any committees necessary to facilitate the working of the Secretariat and the programme staff, and to delegate powers and responsibilities within the Secretariat.
  - To participate in meetings of such committees and to finalise and make decisions on matters taken up by the committees.
  - To ensure that publications and reports, including annual reports, planning documents, audit reports, evaluations and other reports that bear on the ICHRP's reputation for effectiveness and transparency, are produced and made available as necessary.
  - To ensure preparation of budgets, financial reports and all other documents and procedures necessary for the proper financial management of the organisation.

2. Research

- To devise, in consultation with staff, and after approval by the Board, a strategy governing the ICHRP's research programme.
- To work with the Board to encourage and promote identification and development of innovative and timely ideas for research projects and initiatives.
- To support and manage the Research Directors and other staff through the life of projects.
- To ensure that research projects approved by the Board are designed and implemented to a high standard and that the programme as a whole is adequately broad and balanced.
- To approve Project Designs, drafts and final reports, including recommendations made and authorise their publication and distribution.
- To ensure the effective planning, support and promotion of outreach, communications and follow-up of projects.
- To co-ordinate timetabling and the workload of the programme.
- To organise and manage the evaluation of projects and that projects are closed (or extended) with clear purpose.

3. Representational functions

- To develop the profile of the ICHRP as a centre of excellence.
- To ensure that the organisation is appropriately represented and to promote its research findings.
- To ensure effective communication, dissemination and when appropriate media coverage of the work of the ICHRP.
- To assist staff and others in ensuring that the ICHRP's findings are effectively targeted and integrated into future policy-making.

4. Staff and structures

- To ensure the ICHRP meets its legal obligations to the Swiss authorities, to donor organisations, staff and consultants.
- To ensure that the Secretariat's management, administrative and financial systems protect the interests of the ICHRP and promote the quality of its research.
- To promote a healthy and positive work environment and positive relations within the Secretariat.
- To appoint members of staff, ensuring fair terms of service as well as their professional development and welfare.
- To manage members of staff.
- To advise the Board on staff salaries and related benefits.
- To manage any disciplinary issues that arise.

5. Finance

- To lead on all aspects of fundraising including identifying and visiting funders; preparing and submitting applications; donor relations and preparing and submitting reports.
- To approve all contracts, payments (as co-signatory) and budgets.
- To ensure sound financial planning and effective risk identification and management, including keeping the Board fully informed on financial health and possible opportunities.
- To ensure that the work programme is financially viable and can be achieved with the resources available to the Secretariat.

6. Organisational objectives

- To promote the ICHRP's international and inclusive character; to ensure that people from different regions, backgrounds and gender are adequately represented in the work of the ICHRP taken as a whole.
- To promote the ICHRP's participatory and consultative approach at all times.
- To defend the ICHRP's political and intellectual independence; its duty to take intellectual risks and address important issues, even if they are neglected in the public debate or unpopular.

7. Other

- To ensure that proper records are maintained; and undertake such other tasks as are required of the position.