

ACT ALLIANCE Deputy General Secretary

MAJOR AREA OF RESPONSIBILITY

The Deputy General Secretary is responsible for the supervision and day to day management of the activities of the Secretariat.

ACCOUNTABILITY

- Accountable to the General Secretary

PRIMARY DUTIES AND ROLES

1. Leadership and Management

- Supervision of ACT Secretariat programs and activities
- Line management responsibility for ACT Alliance Program staff
- Ensure the promotion of the National and Regional Forums and Alliance members
- Ensure the adequate provision of support by the Secretariat to members at the national and regional level in their emergency, development and advocacy work
- Oversee that the Secretariat monitors member accountability and compliance to ACT policies, procedures and guidelines
- Overall management of the emergency appeal mechanism
- Ensure effective planning, monitoring and evaluation of Alliance supported programs
- Promote the strengthening of members capacities in their work within the alliance.
- Actively involved in strategic planning processes of the ACT Alliance and the Secretariat.
- Assist the General Secretary in the planning and preparation of governance meetings and General Assemblies.

2. Policy Development

- Actively involved in the development of policies, guidelines and procedures for both the Secretariat and the Alliance.

3. Administration and Coordination

- Develop, manage and coordinate systems and procedures to provide for a well functioning and efficient Secretariat.
- Act for the General Secretary in his or her absence.

4. Personnel Management

- Responsible for the overall orientation of new staff and staff development.
- Supervision of all Program Staff

EXTERNAL RELATIONSHIPS:

- a) Ensure that the secretariat maintains a close and consultative working relationship with appropriate external organizations.
- b) maintains the requisite consultative relationships with the relevant governmental

- authorities and voluntary agencies engaged in rendering assistance related to the program objectives of ACT.
- c) fosters and maintains good coordination and collaboration with international and bilateral funding partners, particularly the UN, governments and their agencies, and other international and national NGOs.

OTHER;

- a) Fulfills any other such duties as may be assigned by the General Secretary.

Application Procedure: Full role description for the position is available on the ACT Alliance website (www.actalliance.org). Applications can be made by sending a letter of application together with the CV, full contact details of referees to the Human Resources Department, World Council of Churches by email hro@wcc-coe.org. Closing date for applications is **15 September 2010**.