# Job description

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<tr>
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<th><strong>Job title:</strong></th>
<th>Executive Director</th>
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<tr>
<td><strong>Location:</strong></td>
<td>Institute of Research in Public Health at the School of Public Health of the University of Montreal, 7101 Avenue du Parc, Montreal, Quebec, Canada</td>
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<td><strong>Contract:</strong></td>
<td>Full time (40 hours per week) Permanent</td>
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<td><strong>Salary:</strong></td>
<td>Gross Annual Salary: Between 80,000 and 100,000 CAD depending on experience</td>
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## 2 Job Purpose

The Executive Director directs and guides through her/his leadership the IUHPE’s team in fulfilling the organization’s strategic goals and objectives as agreed by the Executive Board. She/he plays a key role in ensuring that the organization’s governance requirements are met, in overseeing implementation of the Work Plan and projects, and in representing the IUHPE in various international fora and with international and national agencies. The IUHPE is a trilingual organization with English, French and Spanish as official working languages, but over 80 percent of the work is conducted in English.

## 3 Organizational context:

The International Union for Health Promotion and Education (IUHPE) is a global professional nongovernmental organization working in health promotion around the world. The IUHPE’s core mission lies in making the case for effective health promotion and the development and implementation of healthy public policy. Our purpose is to influence and facilitate the development and implementation of health promotion knowledge, strategies and projects.

The IUHPE provides an international network that encourages the free exchange of ideas, knowledge and experiences, collaborating in the development and implementation of projects at global, regional and local levels. The organization works closely with other global, regional, and national health-focused bodies both in and outside the health sector, including from government, civil society and the private sector, across a range of settings.
|   | Key organizational dimensions | Budget: circa 620 000 CAD  
|   | Staff: Executive Director + 4  
|   | Location: the IUHPE is registered in France, but the post and secretariat office is based in Montreal, Canada.  
|   | Membership: the organization is a membership-based one with several categories in including: individual, student, institutional (academic and national agencies).  
|   | Staff structure: the team is composed of 4 additional posts: Head of Scientific Affairs; Communications Officer; Specialist of Administrative Affairs; and Membership Development Officer (to be appointed). |

|   | Key accountabilities: |
|   | 1. Direct and lead the secretariat’s role in the implementation and delivery of the IUHPE’s agreed Global Work Plan.  
|   | 2. Ensure effective functioning of the secretariat team by hiring, training and supervising secretariat staff in compliance with IUHPE’s policies and other legal requirements.  
|   | 3. Plan, administer and control the IUHPE’s annual budget. Maintain the financial balance of the organization by an effective, efficient and prudent management of the financial resources, in the full respect of funders’ rules and standards.  
|   | 4. Support the Executive Board in developing and shaping organizational vision and strategy in order to ensure that the IUHPE is in a position to influence health promotion and public health policy and adds value to international, national and sub-national efforts to improve health and reduce health inequalities.  
|   | 5. Lead the IUHPE secretariat’s role in working with international partners, national and regional agencies to actively advocate for effective health promotion policies and programmes; to seek to influence policy on health improvement/public health and to tackle health inequalities at international and national levels.  
|   | 6. Actively promote the IUHPE’s vision for health promotion policies and services, representing the organization in international and national arenas, to increase understanding within relevant agencies and organizations of the determinants of health and to contribute to the development of health promotion competencies.  
|   | 7. Develop and negotiate agreements, contracts and subsidies with various partners.  
<p>|   | 8. As Senior Staff Officer assume responsibility for ensuring the highest standards of corporate governance within the organization, covering legal requirements, finance and accounting, risk management and human resource management. |</p>
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<th><strong>Assignment and review of work:</strong></th>
<th>The Executive Director’s work is assigned and reviewed by the President on behalf of the Executive Board according to an annual schedule. She/he has a high level of autonomy to take decisions working within the policies and guidelines of the organization. Personal objectives are agreed annually with the President in the light of the organizational objectives adopted by the Executive Board. She/he reports to the Executive Board and the Committee of Internal Control on the effective functioning of the secretariat. She/he works with all Vice Presidents with regard to their portfolios. She/he works in close collaboration with the VP for Finance and Internal Control, VP for Administration, and VP for Membership with regard to matters of corporate governance. S/he is also in regular contact with the professional accountant in charge of auditing IUHPE accounts for the IUHPE Executive Board and project partners.</th>
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| 6 | **Communication and working relationships:** | The Executive Director must be able to utilise highly developed skills and competencies in communicating with a wide range of individuals and agencies at various levels. She/he must possess well-developed skills in diplomacy and the ability to respect different cultural approaches. She/he must demonstrate leadership as well as the ability to work well as a team player.  

**Specific relationships:**  
**Internal:**  
- Executive Board  
- Secretariat team  
- Members (all categories)  

**External:**  
- University of Montreal  
- International, national and local partner agencies  
- Potential members. |
| 7 | **Qualifications and/or experience/skills required/desired:** | **Education**  
A Master degree in health promotion, public health, management, international relations or any other discipline of relevance to the field of health promotion.  
A proven experience of 3-5 years as a high-level administrator with major responsibilities of management in the sector of public health or global health sector.  
A demonstrated knowledge of health promotion approaches and of actors in the field of global health.  

**Skills and experience**  
- Strong organizational and interpersonal skills  
- People and organizational management |
 Ability to lead and influence
 Rigour, and flexibility
 Ability to prioritize tasks and work well with others
 Excellent written and oral communication in French and English, with impeccable grammar and spelling
 Ability to analyse and synthesize
 Ability to speak and write in Spanish preferred.

Other requirements
 Meets legal requirements to live and work in Canada on a permanent basis
 Availability to travel in Canada and abroad.

To Apply:
Please send your CV and application letter highlighting your motivation, experience and assets to Graham Robertson (grahamrconsulting@gmail.com) and Marie-Claude Lamarre (mclamarre@iuhpe.org) no later than February 16, 2018
The interviews will be held on February 28 and March 1, 2018 at the Institut de recherche en santé publique (IRSPUM) de l'Université de Montréal, 7101, Avenue du Parc, 3ème étage.
Candidates should be available to begin work as soon as possible.
If you have any specific questions, please contact Marie-Claude Lamarre at mclamarre@iuhpe.org