*Legal Seat – Helsinki, Finland*

**WORLD FEDERATION OF THE DEAF**

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO,

WHO and the Council of Europe. WFD was established in Rome in 1951.

PO Box 65, 00401 Helsinki, FINLAND

[**www.wfdeaf.org**](http://www.wfdeaf.org/)

EXECUTIVE DIRECTOR

WORLD FEDERATION OF THE DEAF

APPLICATION PACKAGE

1. Job Advertisement

The World Federation of the Deaf (WFD) is seeking a new Executive Director to be based in Helsinki, Finland.

The Executive Director is responsible for leading the organisation toward attaining its vision, mission, strategic goals and financial objectives. The Executive Director is also responsible for overall management included financial and day to day operations while ensuring compliance with the WFD Statutes, Board directives and Finnish regulatory frameworks.

Contract duration: two years (with an initial six month trial period)

Position Start Date: 3 September 2018.

Deadline for Applications: Monday, 21 May 2018

Salary: Based on skills and experience

Application: Please complete the Application Form available at the end of this package and attach your current CV.

As part of the application, please submit a writing sample in English which reflects your level of English competence. This writing sample will outline your experience in a leadership or management role and detail a challenge you faced in this role and the lessons learnt from that challenge. The writing sample should not exceed one A4 typed page. Please outline the same information in International Sign on video. The video must be no longer than 3 minutes duration.

**If you have any inquiries about the job, please email:** **wfdpresident@gmail.com**

1. Description of the Organisation:

The [World Federation of the Deaf](https://wfdeaf.org/) (WFD) is an international non-governmental organisation representing and promoting approximately 70 million deaf people's human rights worldwide. The WFD is a federation of deaf organisations from 135 nations; its mission is to promote the human rights of deaf people and full, quality and equal access to all spheres of life, including self-determination, sign language, education, employment and community life. WFD has a consultative status in the United Nations and is a founding member of the [International Disability Alliance](http://www.internationaldisabilityalliance.org/) (IDA).

1. Working Environment

**Main Interfaces:**

|  |  |
| --- | --- |
| **Key Colleagues*** WFD President
* WFD Board Members
* Finance Committee
* Legal Committee
* Fundraising Committee
* Human Resources Committee
* Human Rights Steering Committee

**WFD Secretariat:*** Administrative Officer
* Fundraising and Communications Officer
* Human Rights Officer
* Project Officers [if applicable]
 | **Key External Relationships** * WFD Members, particularly Ordinary Members.
* WFD Regional Secretariats and Regional Co-operating Partners
* IDA and its members
* WFD Partners
* Governments and funding agencies
* Ministry of Foreign Affairs of Finland
* Finnish Patent and Registration [PRH]
* Non-governmental organisations
* United Nations Agencies and other intergovernmental organisations
* Donors
 |

**Reports to:**

The Executive Director works under the direct supervision of the WFD President but is expected to provide regular reports to the WFD Board and its relevant internal committees.

**Staff under supervision:**

Administrative Secretary, Fundraising and Communications Officer, Human Rights Officer and project officers (on a time limited basis)

1. Job Description

**Purpose of the Position:**

The Executive Director is responsible for the successful leadership and management of the WFD in line with the strategic direction set by the WFD Board.

Under the line management of the WFD President and guidance of the WFD Board and in supervision of WFD Secretariat members including the Administrative Secretary, Fundraising and Communications Officer and Human Rights Officer, the Executive Director is responsible for ensuring timely and quality monitoring, reporting and information management relating to the WFD Action Plan incorporating projects and activities.

The main responsibilities of the Executive Director will include development and follow up of the WFD's quadrennial action plan, overseeing project portfolios encompassing human rights, fundraising and communications in addition to the Secretariat operations. The incumbent will also coordinate WFD Board Meetings which will involve attending board meetings, coordinating the WFD Secretariat for the WFD General Assembly, WFD Congress and WFD Conference and leading ad hoc projects related to the International Disability Alliance and the WFD Board.

1. Employment Specifications

**SKILLS and QUALIFICATIONS**

**Qualifications:**

* Bachelor's Degree in Social Sciences, Management, International Development, International Law or a relevant discipline.

**Personal characteristics:**

The Executive Director should demonstrate competence in the following:

* **Adaptability**: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
* **Behave Ethically**: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.
* **Build Relationships**: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
* **Communicate Effectively**: Communicate and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* **Creativity/Innovation**: Develop new and unique ways to improve operations of the organisation and to create new opportunities.
* **Foster Teamwork**: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
* **Lead**: Positively influence others to achieve results that are in the best interest of the organisation.
* **Make Decisions**: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
* **Organise**: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
* **Plan**: Determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results.
* **Solve Problems**: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
* **Think Strategically**: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.

**Skills:**

1. At least 3 years of direct experience in a leadership role
2. Strong interpersonal skills and a sense of diplomacy
3. Demonstrated ability to develop and implement successful strategic plans and projects
4. Excellent skills in financial management and budgeting
5. Demonstrated previous success in securing grants or major donations
6. Ability to manage a complex workload, to prioritise and meet deadlines
7. Experience in developing policies and producing position papers, reports, submissions and project applications
8. Ability to work independently within the framework/directions given
9. Excellent communication skills including national sign language(s), International Sign, writtenEnglish and the ability to use sign language interpreters
10. Experience in working in a deaf-centered environment
11. Ability to work flexible hours and capacity to travel abroad for 1-2 weeks at a time, at least twice per year.
12. Application Form

**Position:** Executive Director, World Federation of the Deaf

**Confidentiality**

All information shared on the Application Form will be treated in a confidential manner. Please note that this front page containing your personal details will be detached from the rest of your application during the shortlisting process to ensure equal opportunity during this process.

**Responses should be typed.**

Please send the completed Application Form together with an unedited writing sample in English outlining your experience in a leadership or management role including an example of a challenge you faced and the lessons learnt from that challenge. The writing sample should not exceed one A4 typed page and should be e-mailed to:wfdpresident@gmail.com marked to the attention of the WFD President **by Monday, 21 May 2018,** indicating in the subject line: **“WFD Recruitment – Executive Director”**.

Only completed application forms will be accepted with a CV attached.A confirmation of receipt will be sent to you via email by Monday, 28 May 2018. Should you not receive a confirmation after this date, please contact the WFD President by email [wfdpresident@gmail.com].

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Surname:** |  |
| **Street address:**  |  |
|  |  |
| **City:**  |  |
| **Post Code/State:** |  |
| **Country:**  |  |
| **Email:**  |  |
| **Mobile Number:** |  |
| **Skype ID:** |  |

1. **HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of University:** | **Location:** | **Dates (From / to)** | **Qualification achieved**  |
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1. **PRESENT AND PREVIOUS OCCUPATIONS**

Please provide details of your occupation(s) starting with the current and/or most recent.

**Employer 1:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:**  |  |
|  |  |
| **City:**  |  |
| **Post Code/State:** |  |
| **Country:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

**Employer 2:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:**  |  |
|  |  |
| **City:**  |  |
| **Post Code/State:** |  |
| **Country:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

**Employer 3:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:**  |  |
|  |  |
| **City:**  |  |
| **Post Code/State:** |  |
| **Country:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

1. **TRAINING AND DEVELOPMENT**

Please give details of any training courses attended during the last three years that are of direct relevance to your application.

1. **LANGUAGE SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sign Language/s** | **Excellent** | **Very good**  | **Good** | **Basic** |
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| --- | --- | --- | --- | --- |
| **Literacy [Reading and Writing]** | **Excellent** | **Very good**  | **Good** | **Basic** |
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| --- | --- | --- | --- | --- |
| **Spoken Language/s** | **Excellent** | **Very good**  | **Good** | **Basic** |
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1. **COMPUTER LITERACY**

Please indicate your computer knowledge stating all the software programmes with which you are familiar.

1. **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?**

Have you been convicted of a crime or been incarcerated in connection with a crime in the past seven years?

Please select: 🞏 Yes 🞏 No

If yes, please provide more information:

1. **IF YOU WERE SHORTLISTED FOR INTERVIEW, WOULD YOU HAVE ANY SPECIAL REQUIREMENTS SUCH AS TIMING OR THE PRESENCE OF AN INTERPRETER? PLEASE SPECIFY.**
2. **REFERENCES**

Please provide the names, email addresses and telephone numbers of three referees, one of whom should be your present or most recent employer. Referees will not be contacted without your prior permission.

**Referee 1:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:**  |  |
| **Organisation:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:**  |  |
| **Organisation:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

**Referee 3:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:**  |  |
| **Organisation:**  |  |
| **Email:**  |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

1. **DECLARATION**

I declare that the information provided on this Form is correct to the best of my knowledge and I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

|  |  |
| --- | --- |
| **Full Name:**  |  |
| **Signature:**  |  |
| **Date:** |  |

Once completed, please return this Form, together with your CV and unedited writing sample in English, via email to the WFD President: wfdpresident@gmail.com **by Monday, 21 May 2018,** indicating in the subject line: “**WFD Recruitment – Executive Director”**.

Closing date for receipt of applications: **Monday, 21 May 2018**. Applications received after this date will not be considered.

**First Round of Interviews (conducted by virtual means):** Early June, 2018

**Second Round of Interviews (face to face):** Late June - early July, 2018

**Expected date of commencement in the job:** Monday, 3 September 2018