



**Secretary General:  
JOB DESCRIPTION**

Job title:	Secretary General
Role:	Permanent
Salary:	TBC (depending on experience)
Benefits:	TBC
Location:	TBC
Report to:	IPC President and IPC Executive Committee
Application procedure:	CVs with cover letter and salary expectation shall be sent to <a href="mailto:marilia@internationalpoultrycouncil.org">marilia@internationalpoultrycouncil.org</a>
Application Deadline:	September 25, 2019

**About the IPC:**

*The IPC is a unified voice promoting global food security in a multilateral environment. We believe in a fair food system based on strong and productive relationships between stakeholders.*

We are the trade association for the global poultry meat sector. Our members are national and regional associations representing poultry meat producers, and suppliers and customers of the sector, who believe that by working together on common issues such as around trade, food safety, animal health and welfare, and sustainable development we can help to feed the world with high quality poultry meat. IPC members represent over 85 percent of the global poultry meat sector.

**About the vacancy:**

Reporting to the President and Executive Committee the Secretary General will manage the IPC in pursuit of the broad objectives set out in the Articles of Association, to deliver on the strategic agenda agreed by the Executive Committee, and to inform, advise, understand, and appropriately challenge IPC members to achieve greater outcomes for the global poultry meat industry. He / she will manage staff and external consultants to support achieving IPC goals.

The IPC Secretary General will set the tone and impetus of the organisation and be the voice of the global poultry meat industry. The Secretary General will provide leadership, both to members and to stakeholders, on the issues faced by the sector. In doing so the Secretary General will need to be



engaging and diplomatic, capable of expressing policy and technical positions to a variety of audiences, and be a respected ambassador for the IPC.

This is an excellent opportunity to be part of a thriving global food sector and working across a range of projects including poultry production, responsible use of antibiotics, animal welfare, international trade in food, and managing public perception.

#### **Policy, public affairs, and representation responsibilities**

- Reflect views and technical information from members in agreed common positions; to ensure IPC has influence in outcomes on issues that have consequences for the strategic objectives of IPC members
- Actively promote the common positions of the IPC direct to key stakeholders, including global multilateral governmental organisations such as OIE, FAO, WHO and Codex (including those to which IPC is accredited or affiliated), NGOs, and regulators
- Represent the IPC with global governmental and non-governmental organisations, including where appropriate, attending meetings or participating in working groups.
- Facilitate the dissemination of the common IPC positions through regional, national, and associate members; and help them, where possible, deliver the positions to their stakeholders
- Effectively scrutinise international governmental developments or proposals for new or amended policy and guidance and advise IPC members on its potential impact and its implementation
- Raise the profile of the IPC to be the first point of contact on all poultry meat related issues
- Ensure a pro-active IPC policy and public affairs programme that can monitor and rapidly act upon emerging issues

#### **Administrative and managerial responsibilities**

- Recruit and retain members and associate members for the IPC
- Recruit, develop, and manage a small high-performing executive team in the IPC secretariat
- Appraise regularly individual staff performance and ensure competency and skills are sufficient and effective
- Have oversight of the IPC Working Groups, and advise and guide the members of Working Groups on issues or procedures as appropriate
- Be responsible, with the IPC President and Treasurer, for all budgeting and financial accounting processes, including setting membership fees, managing the agreed budget, and any other financial or contractual arrangements entered into by the IPC; including managerial oversight of:
  - Preparation of a draft annual budget.
  - Invoicing members for annual membership fees.
  - Maintenance of a bank account for receipts and payments.
  - Maintenance of current accounts receivable and accounts payable ledgers, and an income and expenditure account.
  - Preparation of income and expenditure reports to the President and the Executive Committee as required
  - Provide financial paperwork and relevant information to the IPC accountants for their preparation of the financial statements and their audit.



- Have oversight for the arrangement and management of two IPC conferences each year; including but not limited to:
  - Propose conference programmes;
  - Actively engage with members for sponsorship;
  - Manage registrations, speakers' invitations, travel arrangements, etc
  - General on-site organisation

#### **Other responsibilities**

- Inform, assist, and advise individual members on any specific matter raised by them from time to time where such actions are not contrary or prejudicial to any agreed IPC common position, and will not divert IPC resources to the detriment of normal business
- Deal with IPC members, staff, and stakeholders ethically and with integrity
- Undertake other duties or responsibilities that the President or the Executive Committee may instruct from time to time.

#### **Current IPC Staff**

**IPC currently retains the services of a Policy Advisor and a Scientific Advisor on a part time consultancy basis. A Global Communications Manager has been appointed as an IPC staff member (this position is currently on a 50% basis) and will take up the role working from London at the beginning of November 2019.**

**The business of the IPC is conducted in English.**

#### **Essential Knowledge, Skills and Experience**

- Demonstrable experience in leadership and/or trade associations for food, farming or similar discipline
- Experience with poultry production, processing, and trade would be helpful
- Evidence of ability to grasp complex issues and engage with these effectively
- Ability to communicate effectively – in writing and in person to a range of audiences.
- Demonstrated drive and initiative, a self-starter with a can-do attitude
- Ability to work autonomously and in teams, with a need to co-ordinate a small global network
- Experience of communicating abstract or complex concepts to lay audiences
- Experience of managing perception issues in areas such as food safety, use of antibiotics in animal production, sustainability and animal welfare.