



INTERNATIONAL CULTURAL YOUTH EXCHANGE
International Office
Grosse Hamburger Str. 30 - 10115 Berlin – Germany
Website: www.icye.org

Vacancy for the Position of Secretary General

The Secretary General is responsible for the International Office of the International Cultural Youth Exchange (ICYE) Federation. The person will provide strategic direction, clarity and guidance in the delivery of the ICYE Federation's mission to promote intercultural understanding, equality of opportunity, tolerance and peace among people in the world.

The position is 100% and based in the Federation's International Office in Berlin, Germany. The Secretary General will report to the Board of Managers and the General Assembly.

S/he will lead, direct and guide the staff of the International Office, while creating a culture that inspires, motivates and facilitates a good and constructive working environment. The Secretary General will promote, develop and manage ICYE's programs while safeguarding the high quality and reputation for the ICYE Federation.

The ICYE Federation welcomes applicants with a proven record of leadership skills in a demanding and culturally diversified environment. The candidate should have highly developed communication, mediation, influencing and consensus-building skills.

Moreover, it is essential for the candidate to have experience in strategic and financial planning. Additionally, the candidate should be fluent in German and English (oral and written). Proficiency in other international languages will be an added advantage.

The position involves international travel.

The candidate should have knowledge of intercultural learning and international volunteering, ability to work within networks, collaborating with, and accountable to a board of managers.

The salary will be commensurate with the level of experience and qualifications.

The ICYE Federation is an equal opportunity employer.

How to apply:

If you are interested and you fulfil the requirements, please send the following items via mail to the selection committee at vacancy-SG@icye.dk:

- An application letter (maximum 2 pages);
- A detailed CV;
- At least two relevant references for the position.

Application deadline: **March 27th, 2020.**



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We will acknowledge receipt of your application.

Only candidates shortlisted for an interview will be contacted. Interviews will be held in the second half of April, 2020.

Starting date: **August 1st, 2020.**

Please note that the whole selection process will be confidential. When the recruitment process will be completed, we will destroy all applications except the documents received from the selected candidate.

If you have any questions, please send an email to the above address (no phone calls related to the application).