



INTERNATIONAL FEDERATION FOR HOME ECONOMICS IS HIRING

EXECUTIVE DIRECTOR

PART TIME 12 – 15 hours/ week, TVL 13/3

Would you like to work in an international surrounding, with highly inspired Home Economics Experts, in a small Team, supported by members of the IFHE Executive Committee? Would you enjoy travelling to international meetings and flexible working arrangements? Then join the IFHE Team in Bonn, Germany. Send your application including a 2-page (maximum) cover letter that addresses how your experience meets the listed job requirements and a resume to IFHE President Prof. Gwendolyn Hustvedt: office@ifhe.org by 28th April 2024. Candidates selected for interview will be asked to provide the names of 3 professional references.

Job Requirements

Administration and Organisation of IFHE Office

- manage staff, equipment and acquisition of the General Secretariat
- prepare day-to-day correspondence
- keep and maintain filing, documentation and archives
- manage and maintain membership data
- collaborate with the Treasurer regarding IFHE's financial records
- administer congresses, council, executive meetings and annual meetings
- prepare and maintain statements, reports and records
- implement efficient and effective management of administrative procedures

Information and communication

- serve as a focal point to receive and reply to internal and external queries and requests
- facilitate administrative support to President, Officers, Committees, liaison units, and representatives of international organisations
- establish, cultivate and coordinate contacts with other NGOs, UN organisations, the media and sponsors.
- draft and distribute media releases
- prepare the Federation's newsletter
- manage website updates
- lead the development of IFHE publications

Public Relations Role

- coordinate public relations
- present the Federation's tasks, objectives and activities to the public
- manage social media accounts
- provide updated content for the website
- contribute to publications