



**International Council for Education of People
with Visual Impairment**

Career Opportunity

Secretary General, International Council for Education of People with Visual Impairment

Make a difference in your career

There are many reasons why a professional like yourself would choose to pursue a career with the International Council for Education of People with Visual Impairment:

- Lead a dynamic, not-for-profit, values-based organisation that promotes the human right to education for people with visual impairment.
- Make a difference in the lives of children and young people with blindness, low vision, deafblindness, and multiple disability.
- Build your knowledge, skills and experience in networking and information sharing with education professionals, members and partners at the global level and within the seven world regions of ICEVI.
- Belong to a network of world leaders with technical expertise in visual impairment and access to education.
- Represent the priorities of ICEVI members at online and in-person global, regional, and national events.
- Work online from your country of location, with opportunities for international travel.

The Position

The International Council for Education of People with Visual Impairment (ICEVI) is seeking a Secretary General, reporting directly to the President.

- Consultant position, external contractor basis.
- Two (2) year full-time contract, with opportunity for extension following review of performance.
- 5 days per week, office hours.
- Location: Flexible.
- USD 60,000 [all-inclusive].

About ICEVI

<https://icevi.org/>

The International Council for Education of People with Visual Impairment (ICEVI) is a not-for-profit network of global and regional member organisations and individuals. ICEVI is governed by a Board of Directors (referred to as Executive Board). Members of the Board include the President, First and Second Vice Presidents, Immediate Past President and Treasurer (referred to as Principal Officers), the Presidents of ICEVI's seven world regions, and International Partner Member organisations.

As the Secretary General of ICEVI, you are part of an organisation with the mission of promoting access to inclusive, equitable, and quality education for children and young people with blindness, low vision, deafblindness, and multiple disability. ICEVI has a specific focus on the right to education in low- and middle-income countries.

About the Opportunity

As Secretary General, you will report directly to the President and provide governance, financial and organisational support and guidance to the President and other Principal Officers, and members of the Executive Board. The position will include the following duties:

- Facilitate networking among ICEVI members.
- Establish, build and maintain partnerships and positive working relationships with members, partners, and other organisations at global, regional and national levels.
- Convene and coordinate meetings of the Executive Board, Principal Officers, and other ICEVI meetings (as required), including preparation of the agenda, supporting documents, and meeting minutes.
- Represent the members externally, including assemblies, meetings, and on the ICEVI website and social media.
- Manage the day-to-day work of the Secretariat.
- Undertake travel in the seven regions of ICEVI in fulfillment of the strategic goals of the organisation or at the request of the President.

For further details about this position, please view the Position Description on the ICEVI website

About You

- Tertiary degree (minimum master's level) in education, disability, management, social sciences, or visual impairment education. Any additional higher education qualifications will serve as an added advantage.
- Knowledge and a minimum of five (5) years experience in organisation management and administration, including financial knowledge.
- Excellent interpersonal and written and verbal communication skills in English.

- A working knowledge of the information accessibility requirements of people with blindness and low vision.
- Skills in establishing infrastructure for knowledge exchange and sharing (digital and in-person).

Application deadline: ~~31 March 2024~~ **Extended to 20 April 2024

Start date (negotiable): 1 June 2024

To apply

If the position of Secretary General sounds like a great fit for you, then please submit a written application in MS Word to the President of ICEVI, Dr Frances Gentle, care of the ICEVI Secretariat, Email: ceo201922@gmail.com.

Your application should include the following:

- A letter of candidature indicating interest in and suitability for the position.
- A detailed curriculum vitae.

The ICEVI Secretariat will confirm receipt of your application within a two-week period. If you are considered for an interview, we will contact you well in advance to advise of interview dates and to request the following additional information:

- Reference letters from three referees (character witnesses), including their contact details, in support of your suitability for the position.
- Transcript of tertiary qualifications.

Contact

If you have any questions about the position, please contact Dr Frances Gentle, President, ICEVI, care of the ICEVI Secretariat, Email ceo201922@gmail.com.