



International Council for Education of People  
with Visual Impairment

## Position Description

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

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

Start date (negotiable): 1 June 2024

#### Purpose of Position

The key purpose of this position is to represent ICEVI globally through leadership in evidence-based inclusive education for children who are blind or vision impaired, in accordance with a human rights framework. The ICEVI Secretary General will also oversee the governance, financial and organisational operations of (ICEVI), working closely with the President and Executive Board, and building the network and income streams of the organisation.

#### Context

Membership of ICEVI is open to any organisation and individual that subscribes to the Mission, Values and Goals of ICEVI. ICEVI members connect and collaborate with each other on local, regional and international levels and combine their energy and share ideas, knowledge, and resources.

Members are concerned primarily with the sharing, promotion and dissemination of knowledge and expertise (including for advocacy with external stakeholders, such as multilateral institutions and governments); convening conferences and meetings where feasible (taking account of time and funds required for this activity); facilitating connections within and beyond the network; and building, coordinating and supporting the membership (including raising the profile of ICEVI).

#### Principle Responsibilities

- a) Provides strategic, administrative, technical, financial, and subject matter support and guidance for the President, other Principal Officers, and members of the ICEVI Board of Directors (referred to as Executive Board).
- b) On behalf of the Executive Board, fulfills the statutory and compliance requirements as a company registered with Companies House, United Kingdom, including updating Companies House records, submission of annual returns, and audit report items.

- c) Works with the Office of the Treasurer on matters dealing with financial management, including the annual Audit process, budgeting, and monitoring and reporting of financial performance.
- d) Manages the day-to-day work of the Secretariat.
- e) Ensures effective safeguarding, financial, legal, and other policies, positions, and procedures, including the provisions of the ICEVI Articles of Association and Memorandum of Understanding.
- f) Coordinates, with the Resource Mobilisation / Finance Committee and Executive Board, the sourcing and management of current and new funds for ICEVI global and regional initiatives.
- g) Represents members, as requested by the President, at assemblies, meetings and other events, including the required research and preparation for such events
- h) Together with the President and Principal Officers, facilitates networking and collaboration among members, partners, UN agencies, and other current and emerging international and regional players that are aligned with the ICEVI mission, values and goals.
- i) Raises the voice of ICEVI members by providing comments and technical inputs on international and regional reports and documents.
- j) Maintains effective record keeping of ICEVI global and regional documents, including the ICEVI database of members and partners and other essential databases of professionals and organisations involved in the area of visual impairment.
- k) Works closely with the Publications Committee in preparing and releasing ICEVI publications, including The Educator, E-News, EXBO Handbook, and annual reports.
- l) Maintains and monitors the website, social media, and online communication of ICEVI, with the support of the Secretariat.
- m) Provides the Executive Board with strategic and technical advice, monitoring and reporting on ICEVI global campaigns and programs, in consultation with the Principal Officers and the Presidents of the ICEVI regions.
- n) Works actively and directly with the Presidents of the ICEVI regions and their Regional Boards to develop and implement programs and projects that propagate the Mission, Values and Goals of ICEVI.
- o) Undertakes travel in the seven regions of ICEVI in fulfillment of the strategic goals of ICEVI, the responsibilities of the Secretary General, or at the request of the President (depending on budget and other requirements).

- p) Organises the ICEVI General Assembly and global conferences and provides support for conferences and events held at regional and/or national levels (as required).
- q) Convenes and coordinates meetings of the Executive Board, Principal Officers, and other ICEVI meetings (as required), including preparation of the agendas, supporting documents, and meeting minutes.
- r) Establishes and oversees current and new partnerships, developing and maintaining Memorandums of Understanding with other organisations, and the Terms of Reference for ICEVI committees.
- s) Discharges other duties which may be assigned by the President and Principal Officers from time-to-time.

## **Essential and Preferred Job Competencies**

### **Essential:**

- Tertiary degree (minimum master's level) in education, disability, management, social sciences, or visual impairment education.
- Knowledge and a minimum of five years' experience in organisation management and administration, including financial knowledge.
- Excellent interpersonal and written and verbal communication skills in English.
- Demonstrable experience organising online and in-person conferences, meetings, and other events.
- Ability to prepare and present information in a coherent manner, addressing the information accessibility requirements of people with blindness and low vision.
- Knowledge and skills in social media and online communication platforms.

### **Preferred**

- Understanding of the international disability sector and a sound knowledge of blindness issues emanating from different cultures, income levels and geographic locations.
- Any additional higher education qualifications
- Ability to establish and build positive working relationships with ICEVI members and strategic partnerships with other organisations.
- Highly effective organisational and planning skills.
- Ability to manage a small secretariat.
- Preparedness to undertake international travel (as required)

## **Performance Standard**

The person recruited for the position of Secretary General must perform the responsibilities (listed above):

- a) at a standard that may reasonably be expected of a competent, experienced, and professional person in a like position;
- b) in good faith and in a manner that protects and promotes the interests and reputation of ICEVI; and
- c) in a manner which will, as far as practicable, facilitate co-operation and effective working relationships between ICEVI members, partners, and other relevant players.

## **About ICEVI**

[www.icevi.org](http://www.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, established in 1952. Our mission is to promote access to inclusive, equitable, and quality education for all people with visual impairment.

ICEVI is a registered company with Companies House, United Kingdom. The organisation is governed by an Executive Board composed of the Principal Officers, Regional Presidents, and Partner Member organisations. ICEVI operates through Regional and National Boards in each of seven regions – Africa, East Asia, Europe, Latin America, North American/Caribbean, Pacific, and West Asia.

Membership is open to any organisation and individual that subscribes to the Mission, Values and Goals of ICEVI. ICEVI members connect and collaborate with each other on local, regional and international levels and combine their energy and share ideas, knowledge, and resources. Members are concerned primarily with the sharing, promotion and dissemination of knowledge and expertise (including for advocacy with external stakeholders, such as multilateral institutions and governments); convening conferences and meetings where feasible (i.e. taking account of time and funds required for this activity); making/facilitating connections within and beyond the network; and building, coordinating and supporting the membership (including raising the profile of ICEVI).

## **Organisational Values**

Understands and models the values and beliefs of ICEVI that all children and young people with visual impairment and their families have the right to:

- Provision of a full range of educational services and to be included in the educational programs of their respective countries and communities;

- Receive early intervention, early childhood development, care and pre-primary education;
- Support by teachers and other professionals who are properly trained;
- Educational materials, teaching methods and programs that are of a high standard, conform to best practices, and to meet their needs;
- Live in environments that are free of barriers, social stigmas, and stereotypes; and
- Lead productive lives, according to their aspirations and capabilities.