



**International
Federation
of Journalists**

PHILIPPE LERUTH
President

ANTHONY BELLANGER
General Secretary

IFJ REGIONAL DIRECTOR

Job Description

The International Federation of Journalists is seeking to appoint an IFJ Regional Director, based in Dakar. He/she shall be responsible to the IFJ General Secretary as the Chief Executive officer of the Federation.

The IFJ Regional Director must have the following skills:

2. Experience and considerable knowledge of trade unionism, with proven ability to lead and inspire.
3. Experience and knowledge of journalism and broad issues connected with media and journalists in Africa.
4. Experience of leading campaigns and negotiating with institutions.
5. Knowledge and experience of effectively managing the human resources of an organisation with the ability to motivate teams and simultaneously manage several projects.
6. Ability to develop and implement financial plans, execute budgeting and financial transactions, manage resources, and to oversee the procurement of funding/revenue sources.
7. Professional written and verbal communication and interpersonal skills. Ability to communicate and interact at all levels and to work effectively with affiliates.
8. Knowledge of communication and public relation techniques and ability to develop and deliver reports and presentations.
9. Be fluent in English and in French.

Duties of the IFJ Regional Director :

The Regional Director will work in coordination and under the supervision of the IFJ General and in particular be responsible to the GS for:

International Federation of Journalists, International Press Centre

Résidence Palace, Block C, 155 Rue de la Loi, B-1040 Brussels

Tel: +32 2 235 2200 Fax: +32 2 235 2219 E-mail: ifj@ifj.org

1. oversight of all administrative affairs as directed by the GS, in line with the Internal Rules and decisions of the Administrative and Executive Committees.
2. managing on a day-to-day basis Regional office finances, in accordance with the existing budget and in cooperation with the GS; organising fund raising and identifying fund-raising opportunities for projects;
3. working with the GS to improve the communications work of the IFJ;
4. relations with members unions, regional offices and statutory bodies of the IFJ as directed by the GS and in the absence of the GS;
5. such other tasks as the GS may from time to time decide.

Terms and conditions

The Regional Director will be employed on an open contract, including a probation period of six months.

Timetable for the appointment

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| <input type="checkbox"/> Closing date for the receipt of applications: | 15 December 2018 |
| <input type="checkbox"/> Short-listing by the recruitment panel: | 20 December 2018 |
| <input type="checkbox"/> Interview by the recruitment panel | February in Dakar |

The appointment will be endorsed by the IFJ Administrative Committee and confirmed by its Executive Committee.

To be considered candidates must:

- be a member of a trade union and have trade union experience as a lay or full-time official;
- have worked as a journalist;
- be prepared to relocate to within a reasonable distance for the IFJ Regional Office in Dakar.

How to apply?

A letter of motivation and a CV must be sent to IFJ General Secretary : anthony.bellanger@ifj.org.

Closing date for application: 15 December 2018, 12 midnight (Brussels time).