



Legal Seat – Helsinki, Finland

WORLD FEDERATION OF THE DEAF

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO, WHO and the Council of Europe. WFD was established in Rome in 1951.

PO Box 65, 00401 Helsinki, FINLAND

www.wfdeaf.org

POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR WORLD FEDERATION OF THE DEAF

A. Job Advertisement

The World Federation of the Deaf (WFD) is seeking a new Executive Director to run the world's largest international nongovernmental organisation for deaf people.

The WFD is a federation of 125 national members which has worked for nearly 70 years to ensure all deaf people, everywhere, are able to fully realise their linguistic rights and human rights. The WFD works closely with international entities and NGOs, as well as with national and regional organisations of deaf people to advance the rights of deaf people in all areas of life.

The Executive Director is responsible for leading the organisation toward attaining its vision, mission, strategic goals and financial objectives. The Executive Director is also responsible for overall management including financial growth and the day to day operations of the organisation while ensuring compliance with the WFD Statutes, Board directives and Finnish regulatory frameworks.

Contract duration: The initial contract is for a period of two years (with an initial six month trial period).

Position Start Date: 1 December 2020 or another date mutually agreed upon.

Deadline for Applications: 4 October 2020 at midnight Helsinki time.

Salary: Commensurate with Finnish nongovernmental organisation salary levels and further based on skills and experience.

Location: The Executive Director is encouraged to be based in Helsinki, Finland. The WFD is also accepting applications from those who wish to work remotely, with the understanding that the Executive Director must be available during Finnish work hours and will regularly work from the WFD Office in Helsinki at least four times annually at their own expense. The Executive Director is expected to have a minimum of a three-month habituation at the WFD Office in Helsinki upon assuming the position and once Covid-19 travel restrictions make such travel feasible.

Application: Please complete the Application Form available online [here](#) and attach all required materials. As part of the application, please submit language samples in English and International Sign which reflects your level of English and International Sign competence.

The English sample will outline your experience in a leadership or management role, detail a challenge you faced in this role and the lessons learnt from that challenge. The International Sign sample should answer the question: What would be your key priorities as Executive Director over the next two years, given the international context in which the WFD operates? The language samples should not exceed one A4 typed page in English and 3 minutes in International Sign.

Inquiries about the position should be sent to employment@wfdeaf.org

B. Description of the Organisation

The [World Federation of the Deaf](#) (WFD) is an international non-governmental organisation representing and promoting approximately 70 million deaf people's human rights worldwide. The WFD is a federation of deaf organisations from 125 nations; its mission is to promote the human rights of deaf people and full, quality and equal access to all spheres of life, including self-determination, sign language, education, employment and community life. WFD has a consultative status in the United Nations and is a founding member of the [International Disability Alliance](#) (IDA).

C. Working Environment

Main Interfaces:

<u>Key Colleagues</u>	<u>Key External Relationships</u>
<ul style="list-style-type: none">● WFD President● WFD Board Members● Finance Committee● Legal Committee● Fundraising Committee● Human Resources Committee● Human Rights Steering Committee● WFD Experts	<ul style="list-style-type: none">● Governments and funding agencies● Ministry of Foreign Affairs of Finland● Finnish Patent and Registration [PRH]● Non-governmental organisations● United Nations Agencies and other intergovernmental organisations● Donors● WFD Members, particularly Ordinary Members.● WFD Regional Secretariats and Regional Co-operating Partners● The International Disability Alliance and its members● WFD Partners
<u>WFD Secretariat:</u> <ul style="list-style-type: none">● Administrative Officer● Human Rights Officer● Project Officers● Media Team	

Reports to:

The Executive Director works under the direct supervision of the WFD President but is expected to provide regular reports to the WFD Board and its relevant internal committees.

Staff under supervision:

Administrative Secretary, Human Rights Officer, project officers, and a team of volunteers including the WFD Media Coordinator and WFD Media Team.

D. Job Description

Purpose of the Position:

The Executive Director is responsible for the successful leadership and management of the WFD in line with the strategic direction set by the Board.

Under the line management of the WFD President and guidance of the WFD Board and working closely with WFD Secretariat members including the Administrative Secretary, the Executive Director is responsible for ensuring timely and quality monitoring, reporting and information management relating to the WFD Action Plan, incorporating resource development, projects and activities.

The main responsibilities of the Executive Director will include development and follow up of the WFD's quadrennial action plans, overseeing project portfolios encompassing grant seeking, fundraising, human rights, and communications in addition to the Secretariat operations. The

Executive Director will also coordinate WFD Board Meetings which will involve attending board meetings, coordinating the WFD Secretariat for the WFD General Assembly, WFD Congress and WFD Conference and leading ad hoc projects related to the International Disability Alliance and the WFD Board. The Executive Director will work to grow the WFD's funding base by leading revenue generating activities in support of our mission. Part of this work includes monitoring the WFD's fundraising and revenue generating projects in and outside of Finland.

E. Employment Specifications

Qualifications:

Minimum of a Bachelor's Degree in Social Sciences, Management, International Development, International Law or a relevant discipline.

Skills:

1. At least 3 years of direct experience in a leadership role.
2. Demonstrated previous success in securing grants or major donations including writing project and grant applications.
3. Excellent skills in financial management and budgeting and proven ability to grow an organisation's financial base.
4. Knowledge of the international human rights environment in which the WFD operates.
5. Experience in managing operations and staff in virtual environments.
6. Experience in change management.
7. Demonstrated ability to develop, implement and evaluate successful strategic plans and projects.
8. Ability to manage a complex workload, to prioritise and meet deadlines.
9. Ability to work independently within the framework/directions given.
10. Excellent communication skills including national sign language(s), International Sign, written English and the ability to use sign language interpreters.
11. Experience working with diverse groups, including marginalised populations.
12. Experience in building relationships with external stakeholders and ability to foster teamwork among multiple stakeholders.
13. Ability to work flexible hours and capacity to travel abroad for 1-2 weeks at a time, at least twice per year, in addition to periods at the WFD Office in Helsinki, Finland.

Personal characteristics:

The Executive Director should demonstrate competence in the following:

- **Proactivity.** Adopt a proactive approach to ensure the organisation's visibility and vitality.
- **Interpersonal skills:** Ability to positively work with others to achieve results that are in the best interest of the organisation.
- **Problem Solving:** Assess situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Strategic thinking:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.
- **Ethical Behaviour:** Understand ethical behaviour and business practices, and ensure that one's own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.