



International Centre for Trade  
and Sustainable Development

## **The International Centre for Trade and Sustainable Development** **(ICTSD)**

<b>Position:</b>	Managing Director for Operations and Strategy (100%)
<b>Description:</b>	The position will report to the Chief Executive and form part of the executive management of ICTSD. The objective is to promote the mission of the organisation through providing operational and strategic oversight.
<b>Main responsibilities:</b>	<ul style="list-style-type: none"><li>▪ Full oversight of organization's operations;</li><li>▪ Facilitation of strategy implementation ;</li><li>▪ Overall management and development of communication tools, including all ICTSD periodicals, Communications, Web, branding, outreach;</li><li>▪ Overall management and development of dialogics, including oversight of implementation of a first class dialogues management unit ; and</li><li>▪ Donor relations.</li></ul>
<b>Requirements:</b>	The candidate for this position should possess the following abilities: <ul style="list-style-type: none"><li>▪ Ten years experience at senior management level in a non-profit organization;</li><li>▪ Graduate degree in social sciences; and,</li><li>▪ Knowledge of and experience with trade and sustainable development issues .</li></ul>
<b>Skills:</b>	The candidate for this position should possess the following skills: <ul style="list-style-type: none"><li>▪ Excellent writing and analytical skills in English, including the ability to express complex concepts in language accessible to non-specialist audiences;</li><li>▪ Excellent organisational and editorial skills and ability to work in parallel on multiple projects and meet tight deadlines;</li><li>▪ Excellent computer skills;</li><li>▪ Ability to work in a multicultural environment, with highly diverse external audiences and as part of a team.</li></ul>
<b>Contract:</b>	<ul style="list-style-type: none"><li>▪ Duration: One year - renewable</li></ul>