

NON GOVERNMENTAL INTERNATIONAL ORGANIZATION WITH HEADQUARTERS BASED IN PARIS

SEEKS ITS FUTURE ADMINISTRATIVE AND FINANCIAL DIRECTOR (M/F)

Heading up a team of seven collaborators, and working closely with the Organization's President, Secretary General and Treasurer, you will be the full-time director based at the Organization's headquarters. A true organizer and coordinator on a day-to-day basis, you will be capable of mobilising the Organization's human resources as well as the appropriate means to carry out the objectives defined by the executive body. In particular, you will:

- assist the UIA's elected officers in fulfilling their missions
- be in charge of following-up and putting into practice the actions decided upon by the executive bodies of this professional organization (General Assembly, Council, Bureau)
- steer the team of collaborators according to the daily needs, on the short term and on the longer term
- be in charge of the liaison and the general coordination of the team of collaborators and the elected members of the Council

Your mission will be to guarantee high quality internal functioning and outstanding external representation.

On the administrative level, your responsibilities will concern the:

- preparation of Bureau and Council meetings and of the General Assemblies
- application of the decisions made during meetings of the executive bodies
- management of the general correspondence at the Secretariat
- management of the officers' reports
- quality control of all translations
- assistance in identifying opportunities and synergies among UIA's internal bodies and external organizations
- co-ordination with the member organizations
- co-ordination with the various UIA working bodies
- co-ordination with the external organizations with which the UIA collaborates
- permanent assistance to the organizers of the world congresses.

On the financial level, your mission will include:

- preparation and application of the budgets in liaison with the Treasurer
- day-to-day management of the Organization's financial resources on the basis of the approved budgets
- revision of the membership fee calculation systems
- preparation and follow-up of applications for subsidies to Ministries or other governmental bodies
- preparation, negotiation, control, and follow-up of contracts made with various bodies
- advising on and developing strategies for the consolidation of the Organization's financial bases
- overseeing the accountancy service and relations with the Auditors
- relations with the social entities (Social security, retirement funds, employment pole, tax office and fiscal authorities, etc...)
- application of the French employment code, from the social and legal points of view
- application and respect of the Collective Agreement to which the Organization is attached.

Skills and qualities required:

Autonomous, possessing a sense of decision-making and good inter-personal relations, the candidate must:

- demonstrate having sound experience in a similar post, in the administrative and financial fields as well as in human resources management
- have a keen sense of responsibility while knowing how to delegate and organise
- be readily available, particularly to travel abroad (Bureau, Council, General Assembly meetings and world congresses)
- have a perfect command of the French language (written, read and spoken) and the English language (written, read and spoken). Knowledge of Spanish / Russian would be an advantage
- have a spirit of analysis, of synthesis and have drafting ability

- have a sense of rigour and teamwork
- be sensitive to cultural differences resulting from an international context
- know how to act with diplomacy
- have a reasonable knowledge of the world of architecture.

Candidates must be citizens of one of the European Union countries or be in possession of a working permit delivered by the French authorities.

Candidates must be in a position to come to Paris, at their own expense, for an interview at the organization's headquarters.

Post to be filled as soon as possible and by 1 June 2009 at the latest.

Candidatures:

Handwritten letter, in English or French, + CV + photo + salary expectations + 3 references minimum to be sent to the following address by 31st March 2009:

UIA
33 avenue du Maine
BP 158
75755 PARIS Cedex 15