CALL FOR APPLICATIONS FOR THE POSITION OF
SECRETARY-GENERAL OF METROPOLIS

METROPOLIS is the World association of Cities and metropolitan regions with populations of over one million inhabitants. A non-profit international organisation, it brings together 139 world regions and cities, and constitutes the Metropolitan Section of United Cities and Local Governments (UCLG). Its overarching goal is to foster exchange and stimulate debate on all policies related to sustainable urban development with a view to improving inhabitants’ quality of life. At the service of its members, this network facilitates the transfer and sharing of experiences, as well as advocating members’ interests in international organisations and their contribution to addressing global issues that bear an impact on territories. The association has regional offices that are part of its organisational structure.

The President of METROPOLIS is currently the President of the Île-de-France Region, the First Co-President is the Mayor and President of the Metropolitan Area of Barcelona, the co-presidents are the Mayors of Johannesburg, Berlin, Guangzhou, Montreal and the Governor of the State of São Paulo.

The METROPOLIS association is recruiting its new Secretary-General.

The candidate must be backed by a member of METROPOLIS that is up-to-date with their membership fee and that undertakes to assume all costs associated with the appointment of the METROPOLIS Secretary-General (salary and social security contributions, housing allowance, travel expenses, etc.).

The position is based in Barcelona.

For further details on METROPOLIS, see www.metropolis.org
Job Description

Based on the guidelines set forth by the association’s Board of Directors, in coordination with the Office of the President of METROPOLIS and in close cooperation with the co-presidents and the regional secretaries of METROPOLIS, the Secretary-General is responsible for:

- Facilitating exchanges among METROPOLIS members, as well as making their common voice heard within the network and on the international scene, by means of analyses and proposals for action;

- Endeavouring to strengthen METROPOLIS’ action, around the key issues and initiatives of interest to the network, particularly aligned with the guidelines of the 2015-2017 Action Plan, whose adoption took place during the 11th METROPOLIS Congress in Hyderabad;

- Putting forward and implementing strategies decided by the Board of Directors in order to increase METROPOLIS’ influence in the world, by means of information, awareness-raising and the recruiting of new members;

- Assisting regional secretaries and project leaders in giving impetus to METROPOLIS’ action, and acting as a liaison among the network members;

- Overseeing the preparation of METROPOLIS statutory meetings: General Assembly, Board of Directors meetings, Executive Committee, theme-based committees and working groups, as well as participating in said statutory meetings;

- Controlling METROPOLIS’ budgetary and financial management in conjunction with the treasurer and the deputy treasurer and searching for new public financing resources (European Union, ONU...) and private (Foundations, Enterprises)

- Ensuring, in conjunction with the Presidency and the co-presidents and regional vice-presidents, METROPOLIS members are represented at conferences, in forums and in international organisations and defend their interests.

- Ensuring and guaranteeing good relations with the other world networks of local governments and particularly with UCLG, of which METROPOLIS is the metropolitan section;

- Promoting the organisation of technical assistance missions, involving European authorities in conjunction with the Global Fund for Cities Development (FMDV);

- Developing actions and projects in the framework of the metropolitan areas competences with the aim to facilitate the work in network of METROPOLIS members with other stakeholders (professionals, private sector, universities...)

- Leading the Secretariat General’s team and ensuring accountability and the coordination of the team’s work.
Job Profile

Experience

- Leadership and management experience gained within a local or regional authority and/or an international organisation or public or private organisation with international vocation.

Knowledge Requirements

- In-depth understanding of key international issues and challenges, as well as urban and metropolitan issues (in their various institutional, technical and financial facets);

- Thorough understanding of the actions and operations of the main multilateral institutions, particularly their decision-making processes (UN and related organisations: UN-Habitat, UNDP, FAO, World Bank, etc.);

- Knowledge of the general systems of local and regional government across the world;

- Knowledge of the existing international and European networks of local authorities.

Skills Requirements

- Analytical, innovation and strategic planning skills;

- Sense of diplomacy, ability to negotiate and to achieve consensus;

- Excellent interpersonal and communication skills (both oral and written);

- Ability to promote the association’s goals among high-ranking public and private decision-makers;

- Ability to lead, manage and motivate an international team in an ever-evolving context;

- Capacity to give impetus to, drive and ensure the operational monitoring of projects;

- Strong organisational skills (statutory meetings, international events, etc.);

- Ability to oversee an association’s financial, accounting and technical management;
- Motivational, coordination and reporting skills;
- Ability to seek out and manage new financial resources, both public and private.

**Personal Attributes**

- Commitment to the principles and values of local and regional democracy and self-government;
- Conscientious and demonstrating tremendous initiative, as well as both an independent worker and a team player;
- High working capacity, sense of integrity, loyalty and discretion;
- Excellent interpersonal skills.

**Languages**

Excellent knowledge (oral and written) of two of the organisation’s working languages (English, Spanish and French). A high level of competence in a third language will be an advantage.

**Travel Availability**

The post involves a significant amount of travel.
How to Apply

Applications must include the following:

- A cover letter, briefly explaining why the candidate is interested in the post, and what main skills and attributes he or she will bring to the post. A letter from the member of METROPOLIS who is supported the candidate is expected.

- A Curriculum Vitae (CV);

- The names and contact details of two people who can give a reference on the candidate’s behalf.

Applications and all requests for information must be sent to:

By post:
Alain LE SAUX
METROPOLIS
Avinyó 15, 3a planta
08002 Barcelona
Spain

By e-mail to:
alesaux@metropolis.org

Timeframe

- Deadline for the submission of official applications: 30 January 2015

- Selection: February-March 2015. Candidates will be interviewed by the selection committee.

- Formalisation of the appointment at the METROPOLIS Board of Directors meeting: May 2015

- Commencement of post: 1 September 2015 at the latest