



INTERNATIONAL THINK TANK FOR LANDLOCKED DEVELOPING COUNTRIES

Job description

TITLE: EXECUTIVE DIRECTOR

1. Main duties

The Executive Director of the Think Tank is responsible for the supervision of the Secretariat of the ITT for LLDCs and assists the Board of Governors, its Chairperson and Vice-Chairperson in the performance of their official duties.

2. Tasks and responsibilities

- Organise and serve of the meetings of the Board of Governors and any other meetings convened on the direction of the Board of Governors;
- Serve as Secretary of the Board of Governors and in such capacity, shall keep and circulate minutes of the meetings of the Board to its Members;
- Promote cooperation with other organisations for furtherance of the objectives of the Think Tank;
- Appoint the Staff of the Secretariat, in accordance with procedures and conditions of services adopted by the Board of Governors;
- Administrate finances of the Secretariat;
- Prepare the annual work plan and report of the Think Tank;
- Prepare the budget and report of audited accounts of the Think Tank for submission to the Board of Governors;
- Manage public relations and promotion of the Think Tank;
- Custodian of the Property of the Think Tank;
- Perform such other functions as may, from time to time, be determined by the Board of Governors;
- Achieve income generation targets from international and regional research funding organizations and private sector.
- Supervise production and disseminate research and studies on trade-related topics, aid-for-trade, transport and transit, as well as databases on issues of interest to landlocked developing countries;
- Promote cooperation between landlocked developing countries with a view to strengthening their analytical capacity in key areas of transit transport, infrastructure investment, aid and trade facilitation, trade negotiations, poverty reduction and economic growth;
- Foster convergent views and approaches among landlocked developing countries with respect to global economic issues of interest to landlocked developing countries, such as effects of the global economic and financial crisis, climate change and food security;
- Establish continual relationships with international organizations, including the United Nations system agencies and development partners with a view to mobilizing awareness of special needs of landlocked developing countries and financial and technical resources

for the implementation of the project as well as identified studies and research;

Research/ studies

- Provide academic leadership to the Think Tank, embracing the range of disciplines represented, by providing a coherent vision for research;
- Actively develop the Think Tank's international academic profile and enhance its international recruitment and partnership development in line with the Think Tank's strategy;
- Identify, promote and contribute resources to developing the Think Tank's strengths and managing its portfolio. This will include identifying and supporting opportunities for research internally, externally and internationally;
- Ensure that the Think Tank and its product comply with policies on research quality;
- Check the quality of all research translations carried out by external parties when necessary;

3. Required qualifications and experiences

Education:

- Master degree in International and public studies, Economics, Business Administration or other related areas;

Experiences:

- A minimum of ten (10) years of work experience with Government organizations and international organizations;

Qualifications:

- Successful and sustained leadership that is recognized internationally;
- Successful track record of academic leadership and team building;
- Experienced in cross disciplinary research initiatives and collaboration;
- Well-developed understanding of the priorities, operation and strategy of the Think Tank;
- Proven experience of managing staff and their performance;
- Experience of financial planning and resource allocation;
- Experience of leading and successfully initiating and implementing change;