

Position Profile and Statement of Qualifications Required for the Secretary-General of the International Copper Study Group, International Lead & Zinc Study Group, and International Nickel Study Group

Organizations:

The International Copper Study Group (ICSG), the International Lead & Zinc Study Group (ILZSG), and the International Nickel Study Group (INSG) are autonomous intergovernmental organizations. The purpose of each Group is to promote international cooperation on matters related to their specific metal or metals; to provide a global forum for discussion; and to increase market transparency by facilitating an exchange of information on the production, usage and trade of their specific metal or metals.

Secretary-General's Role:

The Secretary General is the chief administrative officer of each Group. Working with a small team of professionals, the Secretary-General is responsible and accountable to each Group for:

- The overall delivery of each organization's mandate, including products and services;
- Developing work programs and related budgets;
- Liaising with governments, non-governmental organizations, and industry; and,
- Managing day-to-day operations of each Group.

The Secretary-General provides professional and managerial leadership, including a clear vision of the role and functions of each Group. With the support of each Group's secretariat, the Secretary-General is directly involved in a wide range of operational issues and activities.

Main Duties:

- Develop the strategic work program for each Group.
- Oversee the delivery of each work program, as agreed by each Group, including the appropriate allocation of resources.
- Organize meetings, seminars, and international conferences.
- Represent and promote each Group to governments, industry, and other organizations of both member and non-member countries, as directed by each Group.
- Manage each Group's secretariat and annual budget.

Relevant Experience and Knowledge:

- 15 years relevant professional experience required (with 20 years desirable) including a period related to commodities in the field of minerals and metals, together with ten years of management experience including financial management, in high-level and senior positions.
- Working knowledge in the field of mining economics and/or geology economics
- Comprehensive understanding of government policies affecting the metals industries.

- Strong networking skills.
- Relevant experience working with intergovernmental and international organizations.
- Comprehensive understanding of the overall context in which governments, non-governmental organizations and international organizations operate.

Abilities:

- Manage, work with, and motivate a small team of individuals with a broad range of expertise (statistical, economic, environmental, and technical) in a multi-cultural environment.
- Formulate, plan, and deliver a strategic framework and plan for each Group, including strategic objectives, priorities and work program.
- Organize and coordinate projects, meetings, and international conferences.
- Consult and communicate effectively with senior government officials and industry representatives. Work with other international organizations on issues of common interest.
- Assist in building consensus.
- Initiate and manage change, as well as transform ideas into action with a view to improving the effectiveness of each Group.
- Achieve results within tight time frames and resources.
- Manage financial resources effectively.
- Experience with the application of information and computer-related technologies in delivering products and services.

Personal Suitability:

- Integrity, credibility, diplomacy and sound judgment.
- Balanced international perspective.

Personal Circumstances:

- Citizen of a member country¹ who, upon selection to the shortlist of candidates, will need to seek backing from their government.
- Fluent in spoken and written English, with excellent communication skills.
- Graduate of a recognized university, preferably with postgraduate qualifications, with preference for the academic areas of business administration, economics, law, commerce, trade, public policy, mining, geology, metallurgy or other related areas.
- Dynamic and innovative individual, capable of remaining in the position for at least four years.

¹ Member countries include: Australia, Belgium, Brazil, Bulgaria, Chile, China, Cuba, Finland, France, Germany, Greece, India, Iran (Islamic Republic of), Ireland, Italy, Japan, Korea, Luxembourg, Mexico, Morocco, Namibia, Netherlands, Norway, Peru, Poland, Portugal, Russian Federation, Serbia, Spain, Sweden, Turkey, United Kingdom, United States and Zambia.