

International Union of Psychological Science (IUPsyS)

Executive Officer Call for Applications

Background

As *Psychology's Global Voice*, the 132-year old International Union of Psychological Science (IUPsyS) is a Non-Governmental, Not for Profit organisation that comprises 93 National Country Member organisations, seven Regional Members, and 18 international and regional Affiliates, representing a network of over two million psychologists around the world. IUPsyS thus represents psychology in its full breadth as a science and as a profession, and its Mission is “the development, representation and advancement of psychology as a basic and applied science nationally, regionally, and internationally” in the service of humanity.

IUPsyS is governed by its Assembly, which meets every two years. Responsibility for leadership and management lies with the IUPsyS' Officers and Executive Committee (EC). The Officers are the President, President Elect, Secretary-General, and Treasurer. The Executive Officer will manage the IUPsyS Secretariat office and operational affairs, and work in close collaboration with the Secretary-General, who heads the Secretariat, as well as the other Officers and EC. Further information regarding IUPsyS is available on our [website](#).

Key Responsibilities of the Executive Officer (EO)

These include the following:

- *To carry out and oversee the administrative and logistic arrangements for IUPsyS' business.* These typically entail schedule management and travel organization, web oversight, maintaining National Members' records, and general administrative, financial, communication and clerical tasks.
- *In conjunction with the Secretary-General and other Officers, to ensure the sound and accountable governance of IUPsyS.* In particular, the EO will service and attend all regularly scheduled meetings of the Officers, EC and Assembly; prepare agendas and materials; ensure the logistics for meetings are in place; take minutes; and manage election processes. All meetings are currently being held virtually, but when travel is viable, in addition to regular virtual meetings, there will typically also be biannual face-to-face Officers' meetings, annual EC meetings and biennial Assembly meetings. The locations of these meetings vary, and are often held in conjunction with planned international conferences and events.
- *To manage an effective communications and marketing strategy, together with the Digital Communications Officer, in order to raise the IUPsyS' profile and brand within relevant market segments.* This includes both within IUPsyS (e.g., with Officers, Committees, National and Regional Members, Affiliated organizations) and external to IUPsyS (e.g., with other international and regional bodies and relevant stakeholders).
- *To develop proposals, strategy documents and reports* as conceptualized by the Officers and EC, including reports to the Assembly and relevant stakeholders (in collaboration with the Secretary-General), research proposals to funding agencies (in collaboration with the Treasurer), external nominations to scientific offices or scholarly awards, and similar tasks.
- *To represent IUPsyS at external meetings, as required, in conjunction with the Officers.*
- *The EO will report directly to the Secretary-General and will have two direct reports, the Administrative Coordinator and the Digital Communications Officer.*

Essential Skills and Attributes

The successful candidate should hold a doctoral degree in psychology; have proven management, administrative and leadership skills; experience in organizing and implementing programmes; policy-related experience, preferably in international contexts; and excellent written and spoken English proficiency. They should also be able to work on their own initiative and as part of a team, as well as under pressure. Sound judgement and excellent interpersonal and communication skills are essential.

Workload and Remuneration

The position is a part-time one with half-time as a minimum. The post would therefore suit a candidate who wishes to accommodate other professional or scientific activities. Remuneration will be in the USD 40 000 to USD 50 000 range, based on experience.

Duration of the Post

The position is offered for an initial four-year period. An extension to this initial period may be possible.

Location

As the IUPsyS office operates virtually, the successful applicant can be based anywhere in the world.

Start Date

The position will commence in March 2022 or as soon thereafter as possible, with an initial probationary period of six months.

Further Information

For further information or queries, please contact the Secretary-General, Dr Ann D. Watts, at anndwatts@iafrica.com.

Application Process

Please send a letter of interest, statement of qualifications for the position, a *Curriculum Vitae*, and the names and contact details of three referees to Dr Ann D. Watts, Secretary-General (anndwatt@iafrica.com).

Applications must be received by **31 January 2022**. Interviews with short-listed candidates will be arranged thereafter.