APPOINTMENT OF
SECRETARY GENERAL
INTRODUCTION

CIVICUS is seeking our next Secretary General. We are looking for an exemplary leader to carry out our mandate with passion, to live our values, to help us generate collective creativity and courage through our many relationships to achieve true systemic change in our world.

This is a critical moment for civil society. We see conditions for civil society getting worse almost everywhere around our planet. We see good leaders being pressured or silenced. We see funding shifts that are not favouring CSOs but rather see funds committed to increasingly monopolising big players with accountabilities attending less to local experiences but instead adhering to northern-led funding priorities. We see promising CSOs often lacking some of the basic tools, support networks and the protected space to find their voice and establish their work sustainably. CIVICUS must do more to provide a compelling voice to civil society in this challenging context.

CIVICUS believes that strong civil society, with protected space to bring accountability and innovation, is an essential condition for the dignity and creative power of individual citizens and healthy societies. Therefore, we exist to strengthen civil society and citizen action around the world. As a global movement of 4,000 member organisations and individuals in over 175 countries, we believe that together we can enable just and flourishing communities for all people.

To help CIVICUS play our part, our next Secretary General must be a disruptive change leader, while being a humble, trustworthy and wise person. We seek an inspirational, visionary and courageous voice who can defend civic freedoms and democratic values, strengthen the power of people to organise, mobilise and take action, and empower a more accountable, effective and innovative civil society.

The Secretary General of CIVICUS must listen to our members and facilitate a highly decentralised alliance to have ambitious shared purpose and collective resilience. This very sophisticated understanding and exercise of power must be rooted in an ability to build rapport and secure buy-in across a broad spectrum of stakeholders. They will help CIVICUS co-create, with many different actors, clear objectives and collective power to deliver better outcomes for CSOs and citizens on the ground and to see global trends reversed at policy, institutional, sector, state and international levels as well. Internally, the Secretary General will bring strategic clarity so CIVICUS’ team of 80 staff and budget of c.$12m a year are leveraged to best serve our members and mission.

You see, we are looking for a very special kind of leader! Please do read further, both in this role description and on our website, www.civicus.org , to see if you have the skills, background and experience to serve civil society by leading the CIVICUS alliance.
ABOUT CIVICUS

CIVICUS is a global alliance of civil society organisations and activists dedicated to strengthening citizen action and civil society throughout the world.

We were established in 1993 and since 2002 have been proudly headquartered in Johannesburg, South Africa, with additional hubs across the world.

We strive to promote marginalised voices, especially from the Global South, and have more than 4,000 member organisations and individuals in more than 175 countries throughout the world. CIVICUS understands civil society to be the arena, outside of the family, the state, and the market comprised of non-governmental organisations, activists, civil society coalitions and networks, protest and social movements, voluntary bodies, campaigning organisations, charities, faith-based groups, trade unions and philanthropic foundations, advancing shared interests. Our membership is diverse, spanning a wide range of issues, sizes and organisation types.

CIVICUS has worked for over 25 years to strengthen citizen action and civil society throughout the world, especially in areas where people’s ability to participate and association is restricted.

CIVICUS provides a focal point for knowledge-generation and sharing, common interest representation, advocacy, and engagement among these disparate sectors. It acts as an advocate for citizen participation as an essential component of governance and democracy worldwide.

We also seek to amplify the voices and opinions of people and to give expression to the enormous creative energy of the burgeoning and broad sector of civil society.

IN SHORT:

• We work for civil society, protecting and growing ‘civic space’ – the freedoms of expression, association and assembly – that allow citizens and organisations to speak out, organise and take action;
• We monitor, research and analyse global events and trends that impact civil society;
• We strengthen civil society by bringing it together to generate and share knowledge, to improve its working and to act collectively.

Credit: Ines M. Pousadelo
THE WORLD WE LIVE IN

We listened to thousands of members, local, national, regional and international civil society organisations and networks, social movements, activists, voluntary bodies and governments through surveys and consultations to get their views on what CIVICUS’ strategic priorities for 2017-2022 should be.

We spoke to people in 28 countries in all regions of the world.

These were the highlights of the consultation:

WHAT ARE THE MOST PRESSING ISSUES WE NEED TO COLLECTIVELY AND GLOBALLY GRAPPLE WITH, RIGHT NOW?

- Inequality, insecurity and climate change
- Sustained attacks on human rights and civic freedoms
- The crisis of democracy and global governance
- New and disruptive forms of participation and partnership
- Threats to civil society credibility and legitimacy

WHAT CAN CIVIL SOCIETY DO TO ADDRESS THESE CHALLENGES?

UNITE: Work in solidarity for causes we believe in

DEMAND ACCOUNTABILITY: Hold decision makers to account for commitments

ADVOCATE: Work to influence policy and gain public support

MOBILISE: Support citizen action and participation

INNOVATE: Experiment and innovate to drive transformative change

WALK THE TALK: Be transparent, accountable, inclusive and diverse organisations and movements and tackle power imbalances within civil society

HOW CAN CIVICUS BEST SUPPORT CIVIL SOCIETY?

- Build solidarity among civil society across borders and at scale
- Support civil society to connect with others
- Produce timely and world-class knowledge and analysis
- Advocate for open spaces and systemic change
- Amplify voices of those usually not included
- Promote resourcing of diverse and resilient civil society
- Innovate and incubate bold initiatives
- Promote, model and disseminate civil society best practice

OUR VISION:

A WORLDWIDE COMMUNITY OF INFORMED, INSPIRED, COMMITTED CITIZENS ENGAGED IN CONFRONTING THE CHALLENGES FACING HUMANITY
In response to the consultation, over the 2017-2022 period, we will work to strengthen citizen action and civil society towards a more just, inclusive and sustainable world by pursuing three strategic goals:

1. **DEFENDING CIVIC FREEDOMS AND DEMOCRATIC VALUES**

   By 2022 there will be an improvement in civic space in countries where civic freedoms are under attack, improved recognition and protection of civic freedoms at the national, regional and global levels, and improved participation of people and organisations in democratic processes at all levels.

2. **STRENGTHENING THE POWER OF PEOPLE TO ORGANISE, MOBILISE AND TAKE ACTION**

   By 2022, there will be many and diverse examples of how people have organised and mobilised to drive positive change from influencing local actors to changing global policies.

3. **EMPOWERING A MORE ACCOUNTABLE, EFFECTIVE AND INNOVATIVE CIVIL SOCIETY**

   By 2022, civil society actors will have greater capacity to deliver their mandates, will be experimenting more often, will be taking calculated risks and will be more inclusive in the ways that they organise themselves and their work.
While our global consultation and the resulting strategy gives CIVICUS our mandate for the years ahead, we see there is much work to be done to achieve these goals.

Over his 6 year tenure, Danny Sriskandarajah has been a superb Secretary General for CIVICUS. This leadership transition has been initiated in a very considered way and is happening at a good time for CIVICUS. The new Secretary General will come into an organisation with an exceptional and deeply engaged Board, an excellent quality staff team of about 80 people, a number of systems improvements and a significant percentage of our core funding secured for the next three years. Even more importantly, CIVICUS has earned the mission-critical trust of its civil society members and friends. This trust is hard won and of course easy to lose.

As we look to the future, we see many ways we must develop as an organisation to best help those we exist to serve. These include strengthening:

• **ADVOCACY AND INFLUENCE FOR THE BENEFIT OF CIVIL SOCIETY ORGANISATIONS**: We must continue to grow in our authority to be an honest broker, a truthful provocateur, a bold voice of accountability, and a hopeful vision-caster.

• **CONVENING CONVERSATIONS**: We have a track record for convening diverse actors from across civil society and facilitating the sometimes difficult conversations that lead to deeper understanding and shift of paradigms. We must continue driving the dialogue to build solidarity across the sector and identify like for like agendas for change.

• **WORLD-CLASS RESEARCH AND MONITORING TOOLS**: We must build on our strong reputation for real-time trend analysis in the civic space by harnessing the knowledge and insight of civil society leaders to present accessible and authoritative data on citizen experience worldwide.

• **COMMUNICATIONS**: We have not achieved enough impact in and through the media. We seek a leader who will help us further strengthen and integrate our advocacy, media, and external engagement strategy. This strengthening of profile and voice will help to greater amplify the perspectives and views of the grass-roots activists, movements and organisations within our membership.

• **ORGANISATIONAL CAPACITY TO DELIVER OUR MISSION**: CIVICUS has grown stronger structurally under Danny’s leadership, but there is still work to be done. We seek to be increasingly de-centralised as a workforce. We have moved towards more cloud-based working but are still in the growing pains of adopting integrated global systems and processes whilst also remaining agile in our ways of working.

CIVICUS exists in a context that needs our role more than ever. The next Secretary General will inherit a strong organisation with firm foundations on which to build and project an ambitious and aspirational vision for the future.
KEY RESPONSIBILITIES

Reporting to the CIVICUS Board of Directors through the Board Chair, Anabel Cruz, Founder Director of Instituto de Comunicación y Desarrollo, Uruguay, and having direct supervision of the Senior Management Team, the key responsibilities of the Secretary General are:

1 REPRESENTATIONAL LEADERSHIP

• Inspiring and energising CIVICUS’ members, partners and networks to create a thriving global civil society movement at national and international levels.
• Championing CIVICUS’ movement’s concerns effectively to the wider world.
• Maintaining and growing our external credibility, high-level external relations and responsibility for catalysing strategic alliances to further CIVICUS’ aims at these levels.

2 STRATEGIC LEADERSHIP

• Providing visionary leadership for CIVICUS’ members for how civil society can best realise and leverage its potential to effect systems change in the coming years.
• Working in a consultative manner to ensure that the five-year strategic plan (2017-2022) is delivered with the desired impact, including an obvious focus on what we will do differently.
• Providing geopolitical analysis and identifying shifts in the external environment that will pose both opportunities and risks for the mission of CIVICUS.
• Driving innovation and taking CIVICUS and its membership to a new level of truly global mobilisation.
• Maximising the Board’s ability to contribute to CIVICUS’ mission and promoting good and effective governance.

3 ORGANISATIONAL LEADERSHIP

• Cultivating an environment of innovation and thought leadership that will bring about new ways of fulfilling our mission.
• Establishing a culture of high trust, high accountability and high performance.
• Leading by example, motivating and developing the Senior Management Team and broader staff.
• Growing a sustainable funding base.
• Providing strong fiscal oversight to create a responsible and responsive organisation.
• Bringing vision and oversight to CIVICUS’ programmes and World and Youth Assemblies.
• Inspiring an organisational culture of conviction, accountability and learning.
• Supporting the CIVICUS Board.
PERSON SPECIFICATION

CIVICUS wishes to encourage applications from experienced leaders from a wide range of backgrounds. Candidates must be experienced leaders of change through creative means, able to work in unconventional structures (such as partnerships, alliances and networks) to bring about systemic change. As important in what you have achieved, is how you have it achieved! We seek leaders with evident and deeply held personal values that align with CIVICUS’ vision and values.

Candidates will be required to demonstrate strength against the majority of the following:

SKILLS AND EXPERIENCE

• High level capacity and demonstrable skills in setting vision, developing and implementing strategy in a networked environment and building support among diverse audiences.

• A highly developed capacity to build and convey the ‘big picture’ while inspiring and enabling others to identify the implications for their daily work.

• Demonstrable experience of living and working in and amongst different cultures with a natural ability to win trust and build rapport across cultural and geographic boundaries.

• A track record in implementing and embedding change in a civic or systems context allied with a deep understanding of the need for civil society to reconnect with the grassroots, social movements and youth.

• Extensive abilities and experience in motivating and inspiring others; building collaboration, engaging youth and breaking down siloes among civil society actors and with the grassroots.

• Exceptional networking, consensus-building and brokering skills at the highest levels and the ability to build strong and open relationships across a broad constituency.

• A proven ability to build, motivate and enthuse a senior team, and manage a matrix organisation towards the delivery of key goals, whilst also creating effective frameworks and measures for holding people to account.

• Strong interpersonal, advocacy and communication skills with the gravitas, ability and presence to promote CIVICUS and the movement externally and on all media platforms.

• Experience of driving innovation and collaboration within an organisation or movement and also advising and being accountable to a Board.

• Verbal and written fluency in English and preferably several other languages.

PERSONAL QUALITIES

• A definite commitment to CIVICUS’ mission and values.

• An agile mindset with a keenness to experiment, innovate and test new ideas.

• Clear professional and personal commitment to being accountable; a leadership style that encourages the receipt and giving of performance feedback.

• Highly relational with an ability to build strong relationships across cultural boundaries.

• Passionate, principled, courageous, creative, respectful, humble, accessible, warm and empathetic with people.

• A good communicator as well as listener to other people’s views and opinions.

• A proven ability to work under pressure and juggle multiple competing deadlines, tasks and demands.

• A willingness to undertake frequent and extensive international travel for high-level representational purposes that generate significant out-of-hours commitments all year round (past years have seen the Secretary General travel 30% of the time).
TERMS AND CONDITIONS
The role is full time. It involves significant travel and the role will be primarily based in Johannesburg. The Board is open to discussions around flexible working arrangements. The package will include a competitive salary, an additional package of benefits and support for relocation.

HOW TO APPLY
CIVICUS is working with Macaulay Search to make this important appointment.

The closing deadline for applications is Thursday 19th July at 5pm (BST). Interested candidates are directed to email their application to mark.powys-smith@macaulaysearch.com

Your application should comprise:
- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, and relevant achievements
- A covering note of not more than 2 pages outlining your motivation for applying for the role.

Shortlisted candidates will be invited to an interview via Skype on either Wednesday 15th or Friday 17th August. A smaller number of applicants will be invited to a final interview in London on Thursday 6th September.

It is highly desired that the successful candidate attend a Board meeting in Montevideo, Uruguay on 15th and 16th December 2018.