



TERMS OF REFERENCE FOR THE POSITION OF PREZODE GENERAL SECRETARY

Context

PREZODE – PREventing ZOonotic Disease Emergence – is an international and multi-actor initiative with some 160 member organizations, including 11 governments, from more than 55 countries and supported by the Quadripartite Alliance. It aims to improve prevention, early detection, resilience and to rapidly respond to emerging infectious diseases of animal origin while breaking down siloes between One Health sectors and actors. PREZODE is a dynamic platform for sharing innovative knowledge and a resource center for decision-makers, enabling the implementation of risk-reduction public policies and actions to reduce pandemic risks.

Its Governance is organised around 4 main bodies: a Steering Committee proposing the strategic orientations to the General Assembly; a General Assembly with all members validating the strategy of the initiative; the Donors Committee; and the Secretariat managing the daily functioning of the initiative.

The overarching goal of the Secretariat will be to support the development, implementation and success of the initiative by managing operational activities associated with the annual work-plan defined by the Steering committee and validated by the GA. The Secretariat will provide substantive support to the other governance bodies. This implies liaising with the governance bodies (Steering committee, General Assembly, Donor committee), other committees (Scientific advisory board, ethic committee), regional groups, partners and stakeholders of the initiative. The Secretariat will also organize the GA and SC meetings and follow-up activities.

MAIN RESPONSIBILITIES OF THE GENERAL SECRETARY

Coordination

The General Secretary will be the head of the PREZODE Secretariat and as such will:

- ensure leadership on the secretariat staff and final decision in case of divergent views
- Ensure the application of the orientations decided by the SC and the GA
- Propose operational plans and budgets for the Secretariat based on the SC action plan
- Coordinate activities related to budget and funding

- Ensure the efficient management of the Secretariat resources
- Ensure the efficient day to day conducting of activities
- Review and validate the deliverables of the Secretariat

Governance & Representation

The General Secretary will be at the heart of relationships between the various bodies of the Initiative and its partners; therefore s/he will:

- Report and provide support to the President of the General Assembly and to the Chair and co-chair of the Steering Committee.
- Participate in the decision-making process by providing expertise in social and commercial law, economics, HR
- Build and sustain relationships with stakeholders, advocate with funding partners with the SC chair
- Support the institutional strategic partnerships
- Support the President of the General Assembly and the Chair of the Steering Committee in their functions of representation
- Represent the initiative in discussions with potential new members

Skills

- **Accountability Professionalism:**

Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal challenges; shows persistence when faced with difficult problems or concerns; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and promoting the equal participation of women and men in all areas of work; operates in compliance with organizational regulations and rules; shows high Integrity and develops a strategic vision and good/independent judgement; supports collaborators; has High standards of ethical behaviour and ability to reinforce them in others; represents the initiative in an honest, ethical and professional way

- **Teamwork:**

Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS

- Advanced university degree (at least Master's degree or equivalent) in sciences
- Preferably a minimum of 15 years of relevant experience, with 5 years in a managerial position

- Experience in project implementation / international development programs
- Experience in project coordination with several partners from different domains
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programs and financial resources
- Strong knowledge in national and international policy making and in diplomatic procedures

OTHER COMPETENCIES

- Good understanding of the scientific issues in the initiative
- Interest in, Knowledge of, and commitment to PREZODE vision, core mission, priorities and activities.
- Highly developed analytical and problem-solving skills, ability to monitor, address and resolve team and/or individual performance
- Proficiency with common software such as Word, Excel and PowerPoint.
- Highly developed oral and written communication skills -Full proficiency in English - Proficiency in French or Spanish would be an asset
- Ability to coordinate and interact with multidisciplinary and multicultural teams The General Secretary will be appointed for a 4-year term by the SC.

PREZODE believes that diversity is good for our people and our activities. As such, we promote the inclusion of suitably qualified and experienced staff without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity, or disability.

Deadline for applications: December 18, 2022

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