

No.Z-20025/1/2018-L.C
Government of India,
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi Dated: 10th April, 2018.

CIRCULAR

Subject: - Vacancy Notice by ISSA for the position of the Secretary General of the ISSA.

A copy of Vacancy circular No .ISSA/B/NOMCOM/SG/2018 dated 15.02.2018 for the position of Secretary General of the International Social Security Association is forwarded herewith for information.

2. Government officers willing to submit their applications may take the approval of the competent authority and send it along with full curriculum-vitae and other documents to "Mercuri Urval" (T:+41 22 365 44 44; F: +41 22 365 44 45; E: nyon.ch@mercuriurval.com) by email or by fax keeping in view the eligibility criteria and other conditions stipulated in the vacancy circular. As the post is equivalent to D-2 level in the UN Organisations, the approval of ACC as per the instruction of DOPT would be required for Government officers.

3. Closing date for submission of application is **15th May 2018**.



(P.J. Soundararajan)
Under Secretary to the Govt. of India

To

1. All Secretaries to the Government of India
2. Chief Secretaries of all State Governments/UTs

Copy for information to:-

1. JS(RKG)/JS(MG)/JS(KR)/EA(DS)/DDG(NK)/DGE/DGLW/CLC (C)/EA(HLM)/PPS to Secy(L&E)/PPS to AS(L&E)
2. Additional Secretary & Establishment, Department of Personnel & Training, North Block, New Delhi for information
3. Director General, ESIC, New Delhi
4. Central Provident Fund Commissioner, EPFO, New Delhi
5. Director, Social Security Division, M/o Labour & Employment
6. IT Cell, Ministry of Labour and Employment for uploading the circular.



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INTERNATIONAL SOCIAL SECURITY ASSOCIATION
ASSOCIATION INTERNATIONALE DE LA SECURITE SOCIALE
ASOCIACIÓN INTERNACIONAL DE LA SEGURIDAD SOCIAL
INTERNATIONALE VEREINIGUNG FÜR SOZIALE SICHERHEIT

4 route des Merisiers
Case postale 1
CH-1211 Geneva 22

T: +41 22 799 66 17
F: +41 22 799 85 09
E: issa@ilo.org | www.issa.int

ISSA/B/NOMCOM/SG/2018

22/2/2018
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15 February 2018

**Circular letter from the ISSA President to liaison officials
of affiliate and associate member organizations**

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JS (REG) ~~Att.~~
Pl. Spk.

Call for candidatures for the position of the Secretary General of the ISSA

Spoken. please
process.
28.2.18

Dear Madam,
Dear Sir,

As you may be aware, the current Secretary General of the International Social Security Association (ISSA) will retire on 31 January 2019. The ISSA Council will be asked to elect a new Secretary General at a special session that, pending the confirmation by the ISSA Bureau, is provisionally scheduled for 7 December 2018 in Geneva.

The Secretary General manages and directs the activities of the Association and the position is therefore key to ensuring the functioning of the ISSA and the relevance and quality of its activities and member services. In accordance with *Article 45.(1)* of the ISSA Constitution, I am pleased to forward to you the Call for candidatures for this important position, and I would like to encourage you to bring it to the attention of any person who may be interested.

I should like to inform you that applications may be submitted either by an affiliate member organization of the ISSA, or by the candidate, and must be supported by affiliate member organizations from at least two countries (*Article 45.(3)* of the ISSA Constitution).

I would further like to call your attention to the fact that, in accordance with *Article 45.(2)* of the ISSA Constitution as well as the decision of the Bureau, the deadline for the submission of applications has been set at **15 May 2018**.

Applications must be submitted **in full** by email or fax by this deadline and incomplete applications will not be accepted. A complete application consists of:

- a free-format of Curriculum Vitae (CV) of a maximum of three pages;
- a letter of motivation;
- a response not exceeding 500 words to the question:
"How will you ensure that the ISSA can sustainably provide relevant knowledge and services to members in the future?"
- at least two letters of support by affiliate member organizations from at least two countries.

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02/03/18

L. C. Section
Dy. No./FTS No. 362/19
Date 6/3/2018



1/6

Any potential conflict of interest must be noted in writing as part of the application. Affiliate member organizations or candidates can forward applications as well as any questions they may have regarding the Call for candidatures or the procedure to apply for the position to the Agency "Mercuri Urval" (T: +41 22 365 44 44; F: +41 22 365 44 45; E: nyon.ch@mercuriurval.com).

Yours faithfully,



Dr Joachim Breuer
President of the ISSA

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2/6

International Social Security Association Secretary General

The International Social Security Association (ISSA) is the world's leading international organization for social security institutions, government departments and agencies. Founded in 1927 under the auspices of the International Labour Organization (ILO), the ISSA counts more than 320 member organizations in close to 160 countries. It is an autonomous body associated with the ILO.

ISSA members are committed to excellence in social security administration as an essential condition for developing and sustaining inclusive social security systems. The ISSA aims to support this commitment through effective knowledge, services and relevant platforms and communities.

As a member-based organization financed by member institutions, the ISSA's key objective is to ensure that its activities are relevant, of high quality and offer a significant added value to the ISSA membership. In a rapidly changing external environment, the ISSA must therefore constantly adapt its topical focus and services to the evolving needs and priorities of its members.

The Secretary General is the executive head of the ISSA General Secretariat in Geneva. She/he leads the development and implementation of a global triennial programme of activities to meet members' expectations, ensure ISSA's impact and enable the proper functioning of the governance of the ISSA. She/he is accountable to the ISSA Bureau, which is the administrative governing body of the Association, and the ISSA General Assembly.

The Secretary General:

- Defines the vision and strategy for the Association, and leads the development of a programme of activities that enables the Association to achieve its objectives;
- Taking into account the ISSA regulatory framework and the decisions of the ISSA governing bodies, organizes and directs the activities of the Association as a whole in order to ensure the implementation of the triennial work programme within the approved budget;
- Regularly reports to the ISSA governing bodies on the implementation of the triennial work programme and any issues critically impacting on the development of the Association;
- Manages the operation of the ISSA General Secretariat, including the organization of its functions, staff, and budget so as to ensure that the human and financial resources of the Association are used in an efficient and sustainable manner;
- Ensures the responsiveness of the Association's knowledge and member services to the evolving needs, expectations and priorities of its member institutions, and works towards strengthening the value of the ISSA for its diverse global membership.

3/6

including the maintenance and development of the ISO 9001:2015 certification of ISSA's quality management system.

Candidates should have:

- an advanced university degree;
- a thorough knowledge of social security and social security administration;
- more than 15 years of progressively responsible managerial and technical experience in the field of social security (as defined in *Article 1* of the ISSA Constitution) and social security administration, including significant international experience and at least ten years of senior management experience;
- proven senior leadership qualities, including regarding strategic management, decision-making and the ability to motivate and engage staff;
- strong commitment to social security and the objectives of the ISSA and the ILO;
- strong integrity, proven commitment to good governance, and a high degree of service orientation;
- outstanding communication and public speaking skills, tact and diplomacy as well as capacity to lead multidisciplinary and multicultural teams;
- ability to work in a multicultural environment and demonstrate non-discriminatory behaviour and attitudes;
- ability to demonstrate gender-sensitive behaviour and attitudes;
- willingness to travel as needed;
- excellent command of one of the official languages of the ISSA (English, French, Spanish, German) and good working language of English (another language if the first one is English). Good working knowledge of a third ISSA language would be an advantage.

All candidates must be supported by affiliate ISSA members from at least two countries. You can access the list of ISSA affiliate members at: <https://www.issa.int/en/directories/organization>. The final decision on the successful candidate is by means of an election by the ISSA Council to take place on 7 December 2018 in Geneva. The ISSA Council, which is the electoral body of the ISSA, consists of the Titular Delegate of each country in which the ISSA has at least one affiliate member. Each Titular Delegate has one vote.

The term of the Secretary General is up to six years, and is renewable without limit to the number of terms of office. The retirement age is 65.

The elected candidate will be appointed through a technical cooperation contract with the International Labour Office (ILO) at the D2 grade.

Grade: D2

Salary and post adjustment		USD
Salary	Minimum	108,189
Rising to	Maximum	127,565
Post adjustment for Geneva	Minimum	88,282
	Maximum	104,093

Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission (ICSC). The ILO is an international public sector employer and salary and other employment conditions are not negotiable. The post adjustment (cost of living adjustment) is variable and subject to change without notice in accordance with the rates set by the ICSC for the UN Common System for salaries and allowances. Therefore, the figures quoted (based on the rate at the time of publication of this vacancy) are only indicative.

Other allowances and benefits subject to specific terms of appointment:

- Family allowance;
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Settling-in grant;
- Entitlement to transport expenses of personal effects;
- Repatriation grant (if applicable);
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade. Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

The deadline for the submission of candidatures is 15 May 2018. Applications must be submitted **in full** by email or fax **by this deadline** and incomplete applications will not be accepted. A **complete application** consists of:

- a free-format of Curriculum Vitae (CV) of a maximum of three pages;
- a letter of motivation;
- a response not exceeding 500 words to the question:
"How will you ensure that the ISSA can sustainably provide relevant knowledge and services to members in the future?"
- at least two letters of support by affiliate member organizations from at least two countries.

Candidatures and letters of support should be sent to by email or fax to:

Mercuri Urval
 T: +41 22 365 44 44
 F: +41 22 365 44 45
 E: nyon.ch@mercuriurval.com

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