

## Job announcement



### Global Impact Fund Officer

- Location:** This position can be located in any country with an IEC Office with a preferred location of Geneva Switzerland. Candidate must have the right to work in the country from which they apply and be available to travel. Click [here](#) for more details.
- Reports to:** Director of Membership, Affiliates & Capacity Building
- Contract Type:** Consultancy contract with funding secured for three years. Initial one-year renewable contract.
- Gross annual remuneration** Geneva, Switzerland: 130,000 – 160,000 CHF  
More information on salaries for other locations available from recruiter.

#### **Background**

In our daily lives, we all use dozens of electrical and electronic devices. Whenever these are turned on, a cascade of invisible “events” make the device work. Those events are governed by standards – agreed-upon rules that guide their design, how they are manufactured and tested so that they work safely as intended, everywhere in the world.

The [IEC \(International Electrotechnical Commission\)](#) is the leading global organization that prepares and publishes international standards for all electrical, electronic, and related technologies – collectively known as “electrotechnology”. The IEC also manages conformity assessment systems that certify that equipment, systems, or components work as they should. To watch a short video that explains in more detail what we do click [here](#).

The IEC is a global, not-for-profit membership organization that brings together more than 170 countries and coordinates the work of 20,000 experts globally from industry, government, test and research labs, consumer groups and academia, develops and publishes standards that foster innovation facilitate global trade and promote development. With more than 10,000 standards, the work of IEC makes the world a safer, greener, more connected place for everyone.

### **Purpose of the role**

The IEC Global Impact Fund is a new IEC initiative that will promote the application of IEC work to address concrete ESG challenges in specific countries and help build the capacity of IEC Members and Affiliates to sustainably address ESG challenges.

Launched with a contribution from IEC, the fund is open to external donors and will be funded through donations from the public and private sector. IEC Members are committees that comprise the local public authorities, development agencies, and large manufacturers as well as power companies, which enlarges the access to potential donors around the world.

Grants will be provided to Small and Medium Enterprises to undertake projects in specific countries to address global environmental, societal or governance challenges. Each Project provides a solution to a specific environmental, societal or governance issue by leveraging the safety and efficiency benefits that can be achieved through the application of IEC International Standards and Conformity Assessment work and the enhanced capacity of IEC Members and Affiliates to support these benefits, including through key partnerships. For more details, please click [here](#) to read the strategic business plan that support the fund.

The four target areas are:

- Converting e-waste into e-resources.
- Electrical energy access in rural areas.
- Promotion of renewable energy.
- Climate change and carbon neutrality increasing energy efficiency and achieving net zero.

To support this new and exciting initiative, we are looking for a Global Impact Fund Officer.

### **Key responsibilities**

#### **Project Management**

- Collaborate with IEC technical community to identify and develop potential projects.
- Coordinate with IEC Regional Directors to support and guide Member and Affiliate countries to identify the locations for projects.
- Be the Secretary of and propose and present projects to the Selection Committees, where the requests for proposal are developed and Grantee selection is managed.

- Review the Grantee implementation plan and coordinate with the Grantee to secure the delivery of planned milestones and reporting.
- Monitor the projects implementation and results.
- Work closely with the IEC Member or Affiliate country where the project is located to build capacity within the country to leverage the project.
- Build, maintain and track budget usage by Grantees.
- Monitor and follow-up on the delivery of the Grantee business plan to scale up the impact of the project in a sustainable way after the Grant is completed.

### **Fundraising**

- Support IEC Members in their discussions with Donors on request.
- Draft projects proposals or descriptions with the help of the IEC technical community.
- Research funding opportunities with the public and private sector and raise funds.
- Prepare and administer day-to-day tendering activities, which includes calls for interest and request for proposals.
- Maintain and build relationships with Donors and ensure compliance with their requirements, including liaising with the Finance and Legal departments.
- Understanding of the leading digital fundraising platforms and their integration with Financial and Projects systems is a plus.
- Manage donors as key stakeholders in the Customer Relationship Management initiatives and systems.

### **Governance**

- Ensuring good governance of the IEC Global Impact Fund, including reporting to Donors.
- Review and update the governing/operational documentation as needed.
- Provide recommendations to the Director of Membership, Affiliates and Capacity building (MAC) on proposed project changes such as but not limited to the scope, budget and calendar.
- Organize, prepare, and present post-project evaluation and reporting to the Governance Review & Audit Committee (GRAC).
- Maintain documentation on KPIs, grant applications, project management and potential projects.
- Coordinate the creation of the annual Environmental, Social, and Corporate Governance (ESG) report and any promotional material.

### **Experience and Education**

- University level education.
- English native or equivalent, other languages a distinct asset.
- Track record of fundraising with institutional/government funders and trusts and foundation.

- Experience in grant writing and/or grant management.
- Financially savvy with experience of budgeting and financial reporting.
- Excellent connections with large donor funding agencies.
- Demonstrable success in managing environmental, social or governance projects in developing countries.
- Scientific or technical background.
- Available for travel (if based in Geneva: estimated 4-6 trips per year approximately/ if based elsewhere: 10 travel per year approximately including to Geneva.)
- Familiar with institutions and international organizations in Geneva.

### **Skills, Knowledge and Attributes**

- Highly motivated and growth oriented.
- Strong organizational skills and pragmatic approach.
- Excellent communication and negotiation skills with the ability to interact with a wide range of Stakeholders at all levels in a tactful yet assertive way.
- Wants to make a difference and driven to excellence.
- Team player and customer orientation.
- Fast learner who likes to work at a fast pace and can meet multiple deadlines.
- Perseverant, with a collaborative “can do approach”.
- A self-starter, innovative, creative and able to work with little supervision.

### **How to apply**

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in English and in strict confidence by email only to Ruth Gardener [ruth@darylupsall.com](mailto:ruth@darylupsall.com). Please ensure that they are sent as pdf documents with the titles “your name cover letter” and “your name CV” Please put “IEC – Global Impact Fund Officer” in the email subject line. Also please let us know where you saw the post advertised.

**The deadline for applications is Sunday 19<sup>th</sup> June 2022**

*Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.*