



# Executive Director/Secretary General

Candidate pack  
January 2025

# JOIN US IN SHAPING CARE'S NETWORK OF THE FUTURE

At CARE International (CI), we are on a transformational journey. The world around us is changing rapidly. Global crises are becoming more interconnected, inequalities are deepening, and the demand for bold, innovative solutions has never been greater. As a global humanitarian and development organization working across 100+ countries, CARE International recognizes that to remain effective and impactful, we must evolve.

## Building a Network of the Future

In response to these challenges, CARE International is reimagining the way we work. We are moving beyond traditional confederation models toward becoming a **global network**—a dynamic, decentralized system where equity, collaboration, and agility are at the heart of everything we do. This shift is about embracing a new way of working that empowers local leadership, promotes inclusivity, and enhances our collective impact on the communities we serve.

As part of this transformation, CARE International has undergone a significant **governance reform** process. With guidance from our Assembly, we have streamlined decision-making processes, fostered greater trust and accountability, and ensured that all members of the CARE International family have an equitable voice in shaping our shared future. This reform is not just about governance, it is about building a culture of collaboration and shared ownership that reflects the values we stand for.

## A Call to Action in a Changing World

The global landscape demands an organization that can move with speed, boldness, and conviction. From addressing the urgent needs of those in crisis to championing gender equality and tackling the systemic drivers of poverty, CARE International is committed to being a **force for transformative change**. To achieve this, we need visionary leadership that can help steer CARE International into the future while honoring our legacy of 77 years of humanitarian action.



## An Opportunity to Lead and Innovate

We are seeking an experienced leader, with a diverse background, to drive our mission and vision forward and who will help us shape and bring to life the **Network of the Future**—someone who can lead with empathy, foster collaboration across our diverse membership, and champion innovation and adaptability.

The ideal candidate will bring strong expertise in networking, facilitating, driving change and impact, advocacy and impact at scale across various regions. This is an extraordinary opportunity to not just manage change, but to inspire it, ensuring that CARE International remains at the forefront of global humanitarian and development work.

### Why CARE International?

As part of CARE International, you will join a diverse, global family dedicated to driving bold and lasting change. You will work with a team of passionate individuals and partners who believe in the power of solidarity, equity, and local leadership. Together, we can achieve extraordinary impact in a world that needs us more than ever.

### Are You Ready to Lead?

If you are ready to take on the challenge of shaping CARE International's future—building a resilient, connected network that meets the needs of a changing world—we invite you to join us. Together, we will write the next chapter of CARE International's story.

# ABOUT CARE INTERNATIONAL

**CARE International (CI) is a global confederation of twenty independent organizations working together, in 100 countries around the world, to fight poverty, respond to humanitarian emergencies and advocate for policy change to improve the lives of the poorest and most vulnerable communities, reaching more than 53 million people.**

It forms an impactful network that draws its strength from a lean governance structure, shared values and an ambitious vision for impact in the world. We aspire to be the most dynamic and impactful locally led network in the world fighting poverty and standing in solidarity with those in crisis.

CI is united around its Vision 2030, which articulates shared goals for impact in the world and key enablers for collective change. CI has just undergone a governance

reform and is now developing ways of working in the new model to be a more responsive, agile, and impactful network. Strategic imperatives on the table are around how CI responds to rapidly changing global trends, how we continue to accelerate on our locally led journey, how we remain financially healthy, and how we continue to transform our ways of working to better leverage diverse contributions from across the networks.

## About the CARE International Secretariat

The Secretariat facilitates the confederation network. It provides coordination of confederation shared governance, strategic planning, communications, advocacy, Membership development and accountability. In addition, the Secretariat supports the representation of CARE International (CI) at the United Nations and the European Union.

CI is governed by an Assembly, made up of delegates from its Membership

and an Executive Committee which directs and oversees the performance of the CI Secretariat. CI is registered in Switzerland and, in Belgium as an Association and regulated by respective Statutes in each country. The Member/s work together, regulated by statutes and a code set up and decided on by the respective global governance bodies.

The CI Secretariat is responsible for facilitating and supporting global governance bodies.



## Where we work

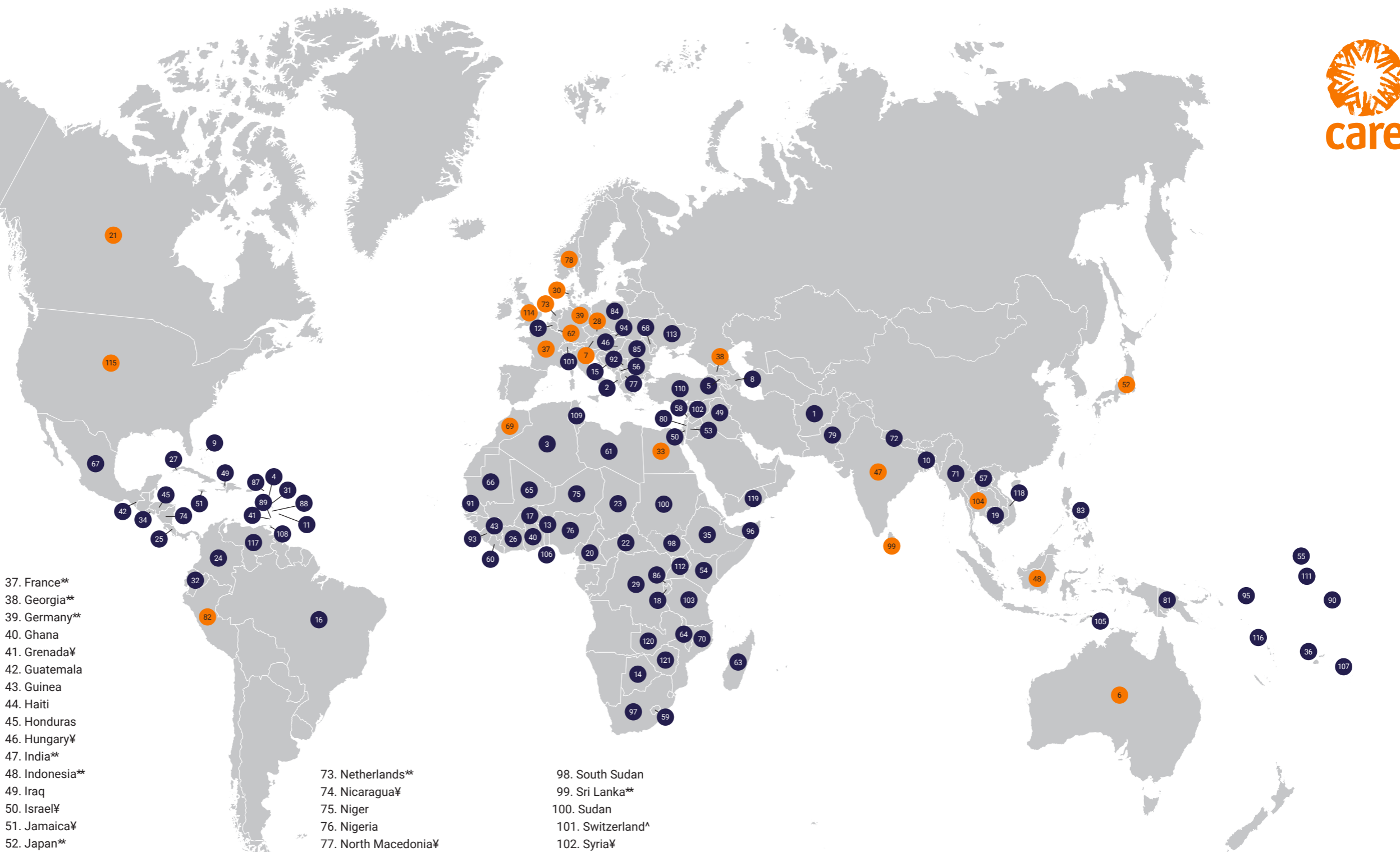
In 2024, CARE worked in 121 countries around the world, contributing to saving lives, defeating poverty and achieving social justice.

See the map on page 6.



FISCAL YEAR 2024

# Where We Work



- 1. Afghanistan
- 2. Albania¥
- 3. Algeria¥
- 4. Antigua and Barbuda¥
- 5. Armenia¥
- 6. Australia\*\*
- 7. Austria\*\*
- 8. Azerbaijan¥
- 9. Bahamas¥
- 10. Bangladesh
- 11. Barbados¥
- 12. Belgium^Ø
- 13. Benin
- 14. Botswana¥
- 15. Bosnia and Herzegovina
- 16. Brazil¥
- 17. Burkina Faso
- 18. Burundi
- 19. Cambodia
- 20. Cameroon
- 21. Canada\*\*
- 22. Central African Republic¥
- 23. Chad
- 24. Colombia
- 25. Costa Rica¥
- 26. Côte d'Ivoire
- 27. Cuba
- 28. Czech Republic\*
- 29. Democratic Republic of the Congo
- 30. Denmark\*\*
- 31. Dominica¥
- 32. Ecuador
- 33. Egypt\*\*
- 34. El Salvador¥
- 35. Ethiopia
- 36. Fiji¥

- 37. France\*\*
- 38. Georgia\*\*
- 39. Germany\*\*
- 40. Ghana
- 41. Grenada¥
- 42. Guatemala
- 43. Guinea
- 44. Haiti
- 45. Honduras
- 46. Hungary¥
- 47. India\*\*
- 48. Indonesia\*\*
- 49. Iraq
- 50. Israel¥
- 51. Jamaica¥
- 52. Japan\*\*
- 53. Jordan
- 54. Kenya
- 55. Kiribati¥
- 56. Kosovo
- 57. Laos
- 58. Lebanon
- 59. Lesotho¥
- 60. Liberia
- 61. Libya
- 62. Luxembourg\*\*
- 63. Madagascar
- 64. Malawi
- 65. Mali
- 66. Mauritania¥
- 67. Mexico¥
- 68. Moldova¥
- 69. Morocco\*\*
- 70. Mozambique
- 71. Myanmar
- 72. Nepal

- 73. Netherlands\*\*
- 74. Nicaragua¥
- 75. Niger
- 76. Nigeria
- 77. North Macedonia¥
- 78. Norway\*\*
- 79. Pakistan
- 80. Palestine (West Bank and Gaza)
- 81. Papua New Guinea
- 82. Peru\*\*
- 83. Philippines
- 84. Poland
- 85. Romania¥
- 86. Rwanda
- 87. Saint Kitts and Nevis¥
- 88. Saint Lucia¥
- 89. Saint Vincent and the Grenadines¥
- 90. Samoa¥
- 91. Senegal¥
- 92. Serbia
- 93. Sierra Leone
- 94. Slovakia¥
- 95. Solomon Islands¥
- 96. Somalia
- 97. South Africa¥

- 98. South Sudan
- 99. Sri Lanka\*\*
- 100. Sudan
- 101. Switzerland^
- 102. Syria¥
- 103. Tanzania
- 104. Thailand\*\*
- 105. Timor-Leste
- 106. Togo
- 107. Tonga¥
- 108. Trinidad and Tobago¥
- 109. Tunisia¥
- 110. Türkiye
- 111. Tuvalu¥
- 112. Uganda
- 113. Ukraine
- 114. United Kingdom\*\*
- 115. United States of America\*\*
- 116. Vanuatu
- 117. Venezuela¥
- 118. Vietnam
- 119. Yemen
- 120. Zambia
- 121. Zimbabwe

### Map Legend

- CARE International Members, Affiliates, and Candidates.
- CARE presence via Country Offices, work with/through partners, or other types of offices.
- \*\* CARE International Members, Affiliates, and Candidates.<sup>1</sup>
- ¥ CARE presence through partnerships or alliances.
- ^ The CI Secretariat has offices in Belgium, Switzerland and the UK, and staff based in 10 countries.
- Ø Other registered offices

### CARE has a presence in a country if:

- CARE has an office in the country – a CI Member, Candidate or Affiliate office or sub-office, Country Office, etc.
- CARE funds are going to a project or initiative in the country at any time during the FY, whether implemented by CARE or by a partner organization;
- CARE has a long term or temporary agreement to work in the country through partners or independently and was active in the country at some point during the FY;
- A CARE team is based in the country at any time during the FY and undertook activities to advance CARE's mission.

<sup>1</sup> CARE International Members, Affiliates and Candidates may implement projects and initiatives in their own countries, as well as support projects and initiatives in other countries where CARE has a presence.  
 CARE International acknowledges the existence of divergent views to certain territories. CARE International aligns with United Nations sourced maps for consistency purposes; this use does not imply a political statement on any given country or territory.

# ROLE DESCRIPTION

## CARE International (CI) seeks an Executive Director/Secretary General (ED/SG) to guide the confederation network through an era of transformation and evolution.

The ED/SG serves as the chief facilitator of CI, ensuring the confederation achieves its mission to fight poverty and social injustice while championing gender equality. This role combines operational oversight, governance facilitation, strategic leadership, and global advocacy to enable CI's Member/s to thrive as a unified yet decentralized network.

The dual title covers two distinct set of responsibilities. The Executive Director role involves overseeing the day-to-day management and operations of the CI Secretariat, ensuring the delivery of priorities established by the membership through a facilitative, supportive, and coordinating approach. The Secretary General aspect of the role refers to serving as the Secretary for the Swiss and Belgium Associations of CARE International, and leading and supporting the governance bodies of these Associations (the Assembly and Executive Committee) in fulfilling their responsibilities.

### Leadership of the CI Secretariat

- Provide mission-driven leadership, fostering a culture of servant leadership and inclusivity.
- Implement governance reforms to streamline decision-making and align Secretariat functions with Member priorities.
- Drive organizational efficiency, through innovative resource management and operational oversight.

- Lead and mentor the Secretariat team, ensuring alignment with CI's strategic goals.
- Oversee legal registrations in Belgium and Switzerland.

### Facilitation of Governance Bodies

- Support the Assembly, Executive Committee, and other governance structures in fulfilling their mandates.
- Partner with governance representatives to drive partnership and collaboration that enables bigger collective impact.
- Facilitate transparent communication and support Member/s with neutrality, fostering collaborative outcomes.

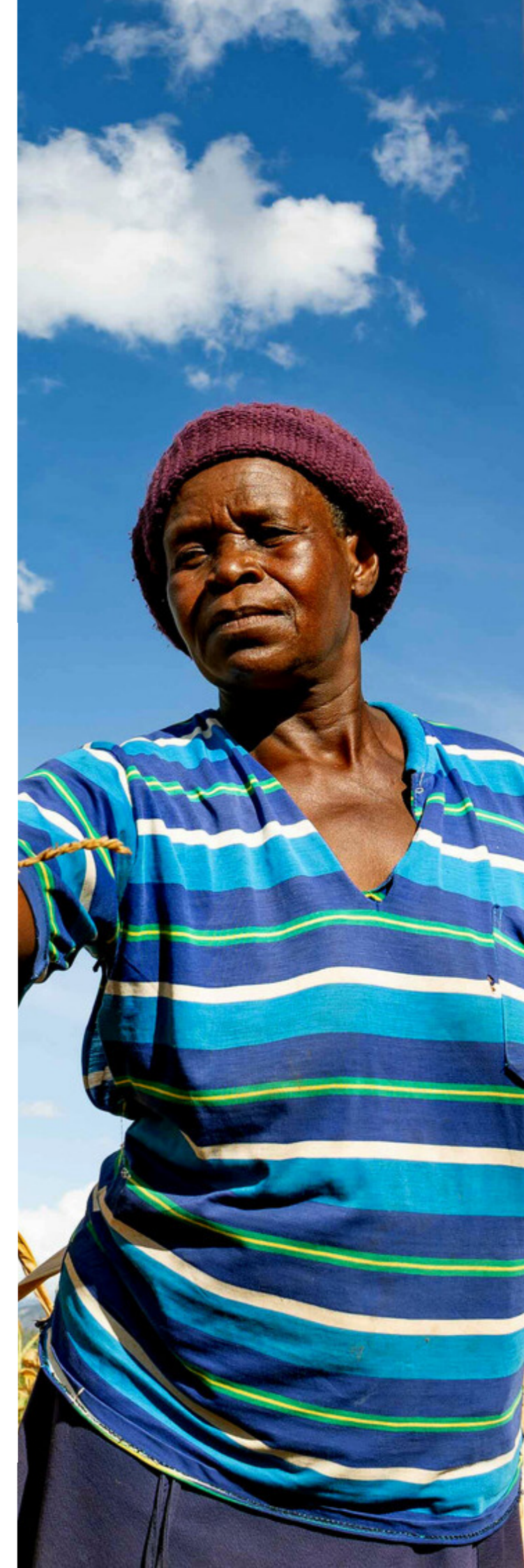


### Strategic Change Management

- Support leadership to guide CI's transformation into a more agile, decentralized and impactful network.
- Progress the confederation's priorities in line with CI's Vision 2030, supporting pivots as needed with external trends and demands.
- Partner with the community of National Directors to achieve collective impact, encouraging generative contributions, equitable representation, mutual accountability, collaboration and sharing of best practices.
- Facilitate the confederation's shift toward a locally led network, and work with governance bodies to ensure CI's mission, feminist principles and values are upheld.
- Promote inclusivity, equity, and cultural sensitivity in all organizational processes.
- Champion the diversity of CI's Member/s, recognizing the unique perspectives and experiences of each contributor to collective strengths and shared success.
- Balance Member autonomy with confederation-wide coherence.
- Align the Secretariat's role with CI's evolving identity and Vision 2030.

### External Representation

- Facilitate the representation of CI leaders at high-level global platforms (e.g., UN, EU). This will include representing the organization but more often supporting the full leadership voices of the Network, including Member Directors and staff leaders around the world.
- Collaborate with Member Directors to ensure a broad-based approach to advocacy that allows individual Member/s freedom within a framework.
- Build strategic partnerships to enhance CI's network and influence while advancing gender equality and humanitarian principles.





# PERSON SPECIFICATION

## Experience

- Minimum 15 years' experience in senior leadership roles within the humanitarian / development sector, preferably including private sector experience.
- Well respected in the humanitarian/ development sector for operational experience and/or leadership with demonstrable ability to influence policy outcomes or contribute to systems change in multilateral spaces.
- Organizational management experience in efficiently and effectively handling day to day operations while taking lead in strategic decision making.
- Deep understanding of global development trends, including funding, decolonization and the shifting roles of INGOs.
- Experience working in or with the Global South, reflecting lived experiences and cultural sensitivity, with a preference for candidates from the majority world.
- Capable of evolving CI's operational models to address contemporary challenges.
- Authentic leadership style and ability to build constructive and robust relationships with the confederation leadership and external stakeholders.
- Deep understanding of program impact driven data/analysis and ability to apply and utilize this in varying contexts internally and externally.
- Experience managing a dispersed team across various time zones.
- Advanced degree in international development, business administration, or a related field.

## Key Skills and Competencies

- Facilitation: Strong facilitation and negotiation skills, with the ability to bring diverse groups together to generate positive change, while also navigating differences with neutrality.
- Change Leadership: Experienced in leading large-scale organizational change while maintaining stability and building consensus.
- Global Perspective: Knowledgeable of geopolitical trends affecting the humanitarian sector.
- Communication: A skilled communicator with the ability to navigate global forums and deliver CI's message effectively with confidence and conviction.
- Commitment to gender, diversity, equality, and inclusion: Demonstrated expertise in gender equality, feminist leadership and facilitating shifts towards locally-led networks.
- Influencing: Proven ability to lead through influence in complex, confederated systems.
- Language: Proficiency in several languages, including English (required) and preferably French, Spanish, or Arabic.

## Key Behaviors

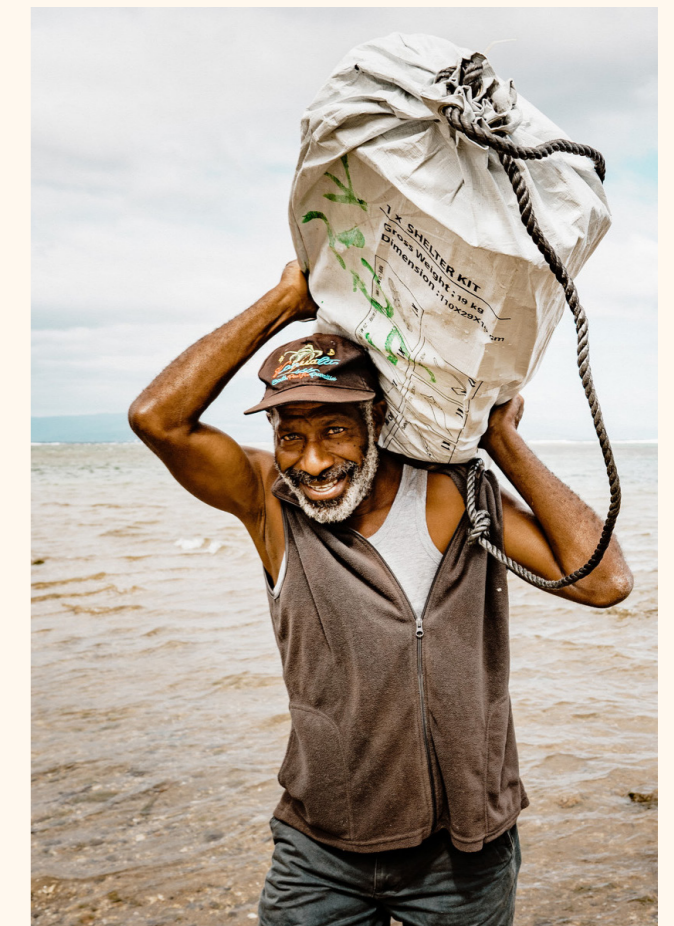
- Servant Leadership: Demonstrates humility, empathy, emotional intelligence and a collaborative approach.
- Political Savvy: Navigates complex stakeholder dynamics with tact and diplomacy.
- Strategic Vision: Aligns short-term actions with long-term goals.
- Cultural Sensitivity: Respects diverse perspectives and fosters inclusivity.
- Results Orientation: Achieves measurable outcomes aligned with CI's mission.

## Reporting and Relationships

- Reports to the CARE International Executive Committee (via the Chair) , with regular updates to the Assembly.
- Collaborates closely with National Directors, Secretariat staff, and external partners.
- Direct reports: Senior Leadership team of the CARE International Secretariat

## Benchmarks for Success

- Unified and impactful CI voice globally reflecting CI's values of inclusivity and equity.
- Enhanced global influence through strategic advocacy and partnerships.
- Increased cohesion and trust among CI Member/s.
- Demonstrable progress towards CI's Vision 2030 impact goals.





## APPOINTMENT DETAILS

**Location:** Flexible (preference for time zones between the Middle East and Western Europe) and working out of a CARE International registered office. Candidates must have the right to work in their location.

**Salary and benefits:** National package, commensurate with the seniority of the role and based on location.

**Contract length:** Permanent

### How to apply

CARE International is partnering with Red Sea Executive Search for the appointment of this position. For an informal chat prior to application please contact Tim Wingrove or Irene Oduor via [cisecretariat@redseasearch.com](mailto:cisecretariat@redseasearch.com)

Please apply by submitting a CV and covering letter via Red Sea's website at the following link:

[www.redseasearch.com/job/executive-director-secretary-general](http://www.redseasearch.com/job/executive-director-secretary-general)

### CARE's commitment to safeguarding

CARE International is committed to preventing all unwanted behavior at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE International Safeguarding Policy and related framework.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, vulnerable adults or children by any of our staff, representatives or partners. CARE International reserves the right to seek

information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

**By submitting an application, the job applicant confirms that s/he/they have no objection to CARE International requesting the information specified above.**

**All offers of employment will be subject to satisfactory references and appropriate**

**screening checks, which can include criminal records and terrorism finance checks. CARE International will seek at least two references, one of which must be your most recent employer.**

CARE International participates in the [Inter-Agency Misconduct Disclosure Scheme](#) and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

### Recruitment Timetable

**Closing date:**  
23rd February 2025

**Red Sea Interviews:**  
w/c 10th March 2025

**CARE International interviews:**  
From 24th March 2025

# About Red Sea Executive Search

**We are an international, executive search consultancy, seeking extraordinary leaders to transform our world. We recruit leadership into the world's foundations, trusts, and charitable organizations, and especially for INGOs in International Development, Disaster Relief and Humanitarian Aid in the Global South.**

Our vision is to empower a new generation of global leadership to create a just, diverse, and unified society. In a world with increasing global challenges, the need for leaders and visionaries to shape our world is greater than ever. Extraordinary people are needed to deliver this and discovering them is the heart of Red Sea Executive Search; we find people who bring leadership excellence to organizations, and in doing so hope to help both change the global landscape and protect future civil society and global citizenship.



**CARE fights poverty and social injustice in the world's most vulnerable places.**