



# CEO Job Description

## International Council of Nurses

### Job Description

#### 1. General

<b>Position title:</b>	<b>Chief Executive Officer</b>
<b>Currently occupied by:</b>	TBA
<b>Type of contract:</b>	Permanent
<b>FTE %:</b>	100%
<b>Reports to:</b>	ICN Board of Directors
<b>Supervises:</b>	All employees
<b>Grade:</b>	Executive
<b>Travel requirement:</b>	To be agreed upon by President and CEO Must have the ability to travel unencumbered
<b>Location:</b>	Must reside in Geneva or surrounding communities.

#### Summary description of the position

In close collaboration with the ICN President, Executive Committee and Board, the CEO provides visionary leadership and supports the governing bodies of the ICN and its foundations.

The CEO:

- Leads operational aspects of the organisation, based on the constitution, the mission and the strategic decisions made by the Council of National Nursing Association Representatives (CNR) and the Board. This includes the management of the budget and the personnel.
- Provides solid foundation, background information and advice for decision making by the Board and the CNR.
- Positions ICN and its Foundations to respond effectively to their changing environments and to influence / contribute to nursing and health policy at regional and international levels.
- Establishes and promotes effective, collaborative partnerships with the ICN members and with national, regional and international health organisations, nursing associations and other organisations, including corporations and foundations.

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- Provides options and advice to the Board on strategic and relevant/key operational matters.
- Establishes and advances operational plans that ensure maximum effectiveness in the administration of the ICN and its foundations, including financial and budgetary practices, fund raising and management of staff.
- Fulfils the statutory requirements of the ICN, FNIF and ICNF and effectively administers each.

## 2. Position requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse qualified in at least one regulatory jurisdiction and a current member of a national nurses association (NNA) within the ICN NNAs</li> <li>• Related university studies, minimum Master's Degree (preferably Doctoral degree) in nursing or other relevant field (e.g. life sciences, business administration, etc.</li> <li>• Competencies in leadership and management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Solid experience in senior positions in nursing/healthcare administration, association management or health policy, singly or in combination</li> <li>• Initiating ideas for revenue generation and fund raising for greater sustainability Documented experience of working effectively with diversified organisations and cultures</li> <li>• Credibility as an established leader with a proven record of success</li> <li>• Track record of successful advocacy and policy influence</li> <li>• Solid budgeting and financial and management experience</li> <li>• Demonstrated excellent management of distributed teams</li> <li>• International work and/or leadership experience</li> <li>• Experience working with Boards of not-for-profit membership organisations</li> <li>• Experience working with complex organisations</li> </ul>
<b>Core Competencies</b>	<p><b><i>Knowledge of Nursing and Global Health:</i></b></p> <p>The CEO possesses in-depth knowledge of nursing, health systems, politics and health policies, and policy development, implementation</p>

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	<p>and evaluation; nursing legislation and regulation; and socio-economic affairs that affect nurses and global health. He/she is politically astute.</p> <p><b>Advanced Communication Skills:</b></p> <p>The CEO articulates his/her thoughts clearly, and presents information in a straightforward, honest and logical way, both orally and written. The CEO regularly shares information with the President, Executive Committee, Board, NNAs, and staff; has the ability to listen to varying points of view; and has a gift for public speaking to internal and external audiences. He/she can adapt his/her style to suit any particular audience.</p> <p><b>Advanced Interpersonal Skills:</b></p> <p>The CEO possesses the subtle confidence and presence that inspires credibility and trust with diverse audiences. He/she is adept at managing a variety of personalities; is a skilled listener, negotiator, facilitator, advocate and networker. The CEO is open, affable, has a high degree of integrity, and has a very high emotional intelligence.</p> <p><b>Relationship Builder:</b></p> <p>The CEO ensures that relationships with the President, Executive Committee, Board, NNAs and staff are effective, collaborative, and that lines of communication are open and engaging. He/she also maintains positive relationships with a large number of nursing and non-nursing stakeholders at the international and regional levels.</p> <p><b>Management Skills:</b></p> <p>The CEO is a natural leader, and is able to effectively manage an international organisation in a changing and challenging environment by directing, leading and motivating staff to accomplish organisational goals and objectives. The CEO fosters a work environment that is positive, productive and rewarding. He/she is results oriented, successfully manages projects and resources (people, finances and capital) and provides regular strategic and operational updates. The CEO is accountable for his/her actions to the Board.</p> <p><b>Strategic Thinking Skills (systems, people and financial):</b></p> <p>The CEO is adept at identifying long term goals in collaboration with the Board, proactive in finding creative and strategic solutions to complex problems, and skilful in ensuring that ICN and its foundations are well positioned to meet future challenges within a constantly changing and dynamic environment. This includes possessing an entrepreneurial style with excellent knowledge of business models leading to creative and innovative solutions, partnerships and alliances. The CEO is a “systems-thinker” and seizes opportunities and orchestrates effective horizontal integration of strategies with internal and external stakeholders.</p>
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	<p><b>Change Management Skills:</b></p> <p>The CEO successfully leads change and understands that dealing with transformation is on-going, and as important as the initial change itself. The CEO is adept at creating, updating and modifying the culture of ICN and its foundations to ensure they evolve to meet the requirements of staff, the Board, and NNAs.</p> <p><b>Language Skills:</b></p> <p>Fluent in English with working knowledge of French or Spanish (desired)</p>
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### 3. Responsibilities and tasks

Key responsibilities	Tasks
Visionary and strategic leadership	<ul style="list-style-type: none"> <li>Responsible to present strategic proposals to the President, Executive Committee, Board and CNR that help position and sustain ICN as a world leader in nursing and global health</li> <li>Establishes/sustains own leadership credibility</li> <li>Manages and leads the staff to attain the organizational goals and outcomes while promoting high functioning individual and team performance</li> <li>Conducts on going assessment of the environmental trends and factors affecting nursing and health world-wide, updates the President, Executive Committee and Board, and recommends strategies as needed.</li> <li>Promotes the image of nursing and of the ICN (including NNAs, affiliates and others) and its foundations at all levels, and helps position other nurse leaders and nursing organizations to influence policy and decisions in their organisations and countries.</li> <li>In collaboration with the Board, determines appropriate options and strategies to meet the long term needs and goals of the ICN and its foundations.</li> <li>Is strategic in determining the long term financial health of the organisation and the fund raising and revenue generating requirements to support the vision and growth of the ICN.</li> <li>In collaboration with the Board, promotes development, review and implementation of ICN vision, mission, values, and policies</li> <li>Provides assistance/advice to the Board/CNR on policy formulation and review.</li> </ul>

Support to the Board and CNR in governance and decision making	<ul style="list-style-type: none"> <li>• Establishes a positive, accountable and collegial working relationship with the President, Executive Committee and Board to provide vision and strategic direction to the organisation and its member NNAs.</li> <li>• Maintains a close working relationship with the President, including regular consultation to determine appropriate ICN CEO, President and Board travel and representation requests</li> <li>• Ensures the Board and CNR papers are complete, clear and congruent with ICN values, standards and strategic directions</li> <li>• Assists in development and implementation of the ICN issues management and policy framework</li> <li>• Establishes and manages internal systems and processes to support the Board and CNR decisions and facilitate the Board review of policies and plans</li> <li>• Keeps the President, Executive Committee and Board regularly informed on all key issues on a regular (minimum quarterly) basis</li> <li>• Supports the Board and CNR development, including orientation</li> </ul>
Leadership to Board in immediate and long term planning	<ul style="list-style-type: none"> <li>• Monitors and regularly reports on trends and issues that could affect ICN both internally and externally</li> <li>• At least annually provides the Board with an analysis of ICN's strengths, weaknesses, opportunities and threats</li> <li>• In collaboration with the Board, develops, implements, co-ordinates and evaluates strategic and multi-year tactical/operational plans to meet the ICN and its foundations' goals</li> <li>• Reports regularly to the President, Executive Committee and Board on achievements and changes to strategic and annual tactical/operational plans</li> <li>• In consultation with the Board, establishes, implements and reviews programs and services in keeping with the ICN strategic directions and goals and those of its foundations</li> </ul>

<p>Liaising with the ICN members, international health and nursing groups, funding agencies, regional and national agencies</p>	<ul style="list-style-type: none"> <li>• In discussion and collaboration with the President, represents the ICN at meetings at the international, regional and national levels when appropriate</li> <li>• In collaboration with the President and Executive Committee, determines representations of Board members, NNAs and others as appropriate.</li> <li>• Promotes and manages all forms of communication to promote the positive image of the ICN</li> <li>• Builds, manages and evaluates effective/strategic partnerships and alliances with nursing and non-nursing organisations and maintains effective networks in the governmental, public and NGO sectors</li> <li>• Builds good relations with donors and effectively markets nursing projects and programmes that require funding</li> <li>• Ensures successful fund-raising strategies for the ICN and its foundations</li> <li>• Establishes effective means of regular, productive communication among staff, Board members, NNAs, and other stakeholders</li> <li>• Provides advice and support regarding the ICN work to NNAs and affiliates.</li> </ul>
<p>Internal organisational plan</p>	<ul style="list-style-type: none"> <li>• Sets and monitors clear, achievable objectives, strategies and activities of staff to meet ICN strategic goals</li> <li>• Ensures availability of staff and other expertise to meet established objectives</li> <li>• Evaluates staff performance annually and promotes individual and team excellence on an on-going basis.</li> <li>• Ensures strategies to meet goals and objectives that reflect collaborative practice, both internally and externally</li> <li>• Critically evaluates the performance/success/sustainability of the ICN's projects</li> <li>• Implements sound management practices that include, but are not limited to: <ul style="list-style-type: none"> <li>○ a current organisational chart;</li> <li>○ competitive compensation packages and personnel policies;</li> <li>○ annual staff development plans;</li> <li>○ material resource plans, including equipment and maintenance plans;</li> <li>○ current job descriptions and annual performance appraisal;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ information systems and appropriate data bases;</li> <li>○ administrative policies and procedures;</li> <li>○ financial and quality audits, including communications;</li> <li>○ adequate, competent staff to carry out plans;</li> <li>○ recruitment and retention strategies;</li> <li>○ workload management and distribution</li> <li>○ marketing, communications and fund raising plans;</li> <li>○ business/project plans for programs, projects, and new initiatives;</li> <li>○ clear priority setting and monitoring; and</li> <li>○ an environment that supports civility and zero tolerance for bullying and workplace harassment.</li> </ul>
Sound financial and budgeting practices	<ul style="list-style-type: none"> <li>• Monitors trends in financial management and reports regularly to the Executive Committee</li> <li>• Proposes annual budgets in collaboration with the Executive Committee</li> <li>• Ensures implementation of sound accounting and financial policies</li> <li>• Ensures optimal cash flow management to meet operating requirements and maximise interest</li> <li>• Ensures asset protection through insurance and internal controls</li> <li>• Offers wage and benefit packages that attract and retain staff and facilitate cost control in relation to the ICN financial good standing</li> <li>• Oversees the investment portfolio</li> <li>• Regularly monitors performance indicators and make adjustments to resource allocation/utilisation</li> <li>• Administers special ICN and its Foundations funds and awards</li> <li>• Increases revenue through fund-raising and other means</li> <li>• Seeks President approval for CEO travel and expenses.</li> </ul>
Statutory requirements of the ICN, ICNF and FNIF	<ul style="list-style-type: none"> <li>• Ensures compliance with local, national, and international law as required.</li> </ul>
ICNF and FNIF administration	<ul style="list-style-type: none"> <li>• Supports the Foundation Boards in strategic governance and fulfils all obligations as per the ICN, including: <ul style="list-style-type: none"> <li>○ implementing corporate branding, mission, vision, values, and strategic directions;</li> <li>○ creating, implementing and regularly evaluating business plans.</li> </ul> </li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• As assigned by the Board of Directors</li> </ul>

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