

### IAMRA Executive Director Role Description

<b>Reports to (role)</b>	Chair, IAMRA	<b>Location</b>	Open to residents of all countries. The Executive Director must be willing to undertake flexible and remote work, with travel required including to Texas, USA, where the IAMRA Secretariat is based.
<b>No. direct reports</b>	0	<b>No. indirect reports</b>	2
<b>Remuneration</b>	USD \$75,000 per year, dependent on experience and qualifications. Annual increments subject to performance.	<b>Commencement</b>	As soon as possible. Preference given to candidates able to attend the IAMRA Conference in Bali, Indonesia, November 6-9 2023.
<b>Hours</b>	Up to 20 hours per week	<b>Term</b>	Three year contract. The exact contractual arrangements will be a matter for negotiation. Term may be extended by negotiation after evaluation of performance
<b>Version date</b>	June 2023		

#### A. Background

IAMRA is a membership association bringing together medical regulatory authorities and others with a nexus to medical regulation. IAMRA's purpose is to promote effective medical regulation worldwide by guiding the medical profession and supporting best practice, innovation, collaboration, and knowledge sharing in the interest of public safety.

IAMRA's current goals are:

- a) Creating a global community of medical regulators by expanding IAMRA's membership, partnerships and impact and increasing value to members.
- b) Supporting and encouraging members to provide, in the interest of the public, regulatory practices and systems that strive for best practice and contribute to the provision of safe and effective health care by the medical profession.
- c) Leveraging technology, i) in pursuit IAMRA's purpose, including the sharing of fitness to practice/disciplinary information among IAMRA members; and ii) guiding members on the adoption of technology in regulation and healthcare.
- d) Strengthening the evidence base for regulation by encouraging research and evaluation of regulatory processes, and the publication and sharing of findings.

#### B. Role Purpose

Reporting to the Chair of IAMRA and working closely with the Chair-elect, Secretary and the IAMRA Board, the Executive Director leads the development, implementation, and review of the IAMRA

strategic plan, including related operational activities. This includes providing executive leadership in furtherance of and ensuring high standards of corporate governance and management performance in accordance with IAMRA's purpose and to achieve its strategic objectives.

The Executive Director is responsible for managing relationships with member and partner organizations and in seeking opportunities for engagement and collaboration with both member and non-member organizations to further IAMRA's objectives and to make a positive contribution to medical regulation worldwide.

The Executive Director will develop and maintain the confidence of the Board and IAMRA members, developing and building the necessary relationships to ensure effective and efficient work and project delivery.

The Executive Director attends the IAMRA Board and all Committees and Working Groups.

### **C. Key accountabilities**

- Lead the Secretariat in delivery of the day-to-day operations of IAMRA in a contemporary, efficient, and cost-effective manner.
- Lead the development, implementation, and review of IAMRA's strategic plan, including IAMRA's purpose and strategic objectives, working closely with and advising the Chair, Chair-elect and IAMRA Board.
- Lead the development and implementation of IAMRA's annual work program, working closely with and advising the Chair, Chair-elect and IAMRA Board, as well as the Chairs of IAMRA Committees and Working Groups.
- Lead, in liaison with the FSMB and Operations Officer, the financial affairs of IAMRA, including the development and regular reporting of annual budgets for approval by the Board and financial proposals for consideration by the Board and Members General Assembly, ensuring compliance with the requirements of the annual financial auditing process.
- Oversee the planning and delivery of the Members General Assembly and the annual program of Board and Committee meetings.
- Alongside the Chair, Chair-elect and the IAMRA Board, lead the establishment and management of sustainable engagement with members, partners, and key external stakeholders, including:
  - Advising, managing, and dealing confidently and competently with IAMRA members and partners, the Board, the Chair, and Chair-elect, as well as senior representatives of external stakeholders, prospective member organizations, key interest groups, and the media (including social media)
  - Tailoring all written and verbal communications to a wide range of audiences with cultural sensitivity and acknowledging differences in professional practices
  - Identifying the needs of member organizations and leading work to enhance the value of IAMRA membership, to maximize retention of members and encourage new members
  - Recruiting new IAMRA members, especially from low- or middle- income countries and in world regions where membership is low
  - Building relationships with external organizations, such as the World Health Organization.
- Represent IAMRA at high profile external events and meetings, exercising sound judgment in making decisions on behalf of the organization.

## D. Capabilities for the role

### a) Experience, Qualifications and Skills

#### Essential<sup>1</sup>

- a) A recent and successful track record in an executive management position reporting to a board.
- b) Demonstrated experience in professional regulation and/or health/regulatory policy and corporate governance.
- c) A proven ability to think strategically, make sound judgments and generate solutions that ensure prompt delivery of high quality and agreed outcomes.
- d) Proven ability to lead the development and implementation of effective stakeholder engagement and communication programs.
- e) Demonstrated experience leading small teams effectively with limited resources.
- f) Proven ability to effectively lead projects and manage business processes, including work programs, budgets, organizational policies, and procedures, preparing oral and written reports.
- g) Demonstrated experience working effectively with committees and external organizations.
- h) Exceptional verbal and written communication skills - fluency in spoken and written English.
- i) A high level of computer literacy and the ability to integrate new technology into daily work practices.

#### Highly Desirable

- j) A university-level, graduate degree in a relevant area.
- k) Experience in event organization, including in-person events such as conferences and online events such as webinars.
- l) Experience using social media platforms (including LinkedIn, Twitter, Facebook) to share news, updates, and announcements with online audiences to expand reach and impact.

### b) Personal skills

#### Interpersonal and communication skills

- a) A proven ability in public speaking.
- b) A proven ability to produce high quality, cogent written material<sup>2</sup>.
- c) Command of a language/s other than English is desirable, but not essential.

#### Business and organizational skills

- d) A strategic focus, to ensure that all activities are aligned with the purpose and strategic objectives of IAMRA.
- e) Proven ability to prioritize projects and activities and deploy resources in a way that ensures the strategic aims are achieved.
- f) Proven ability to manage and deliver work programs to high quality agreed outcomes within budget.

---

<sup>1</sup> Applicants who are unable to demonstrate the capabilities outlined in 1 a)-h) will not be considered.

<sup>2</sup> The Executive Director will be expected to prepare a range of briefings, reports, statements, and discussion papers for the Chair, Chair-elect, the Board and Members.

- g) Proven ability to manage business processes including business plans and budgets.

Staff management skills

- h) Experience managing staff, including remote management of staff, objective setting, performance management, and mentoring.
- i) Ability to motivate and develop individuals to ensure a good team ethos and morale.
- j) Ability to provide constructive feedback and development opportunities to team members.

**E. Key Relationships**

Internal	External
IAMRA Chair	IAMRA members and partners
IAMRA Chair-elect	Prospective new IAMRA members and partners
IAMRA Secretary	World Health Organization
IAMRA Board of Directors	National and International Health Consumer Groups
Operations Officer	International medical schools, colleges, and educators
Staff Officer	Health Professional Organisations
Senior staff from Federation of State Medical Board (FSMB) supporting the Secretariat	The media

**F. Application process**

For applications to be considered, candidates must submit:

- The application form (separate document)
- A letter of motivation (no more than 2 pages)
- A curriculum vitae

Applications deadline: **August 11, 2023 (US)**

Applications must be sent by e-mail to the Chair, Selection Committee at [secretariat@iamra.com](mailto:secretariat@iamra.com)

Please note:

- Applications will be rejected if incomplete or submitted after the deadline.
- Supporting documents (for example, certified copies of degrees/diplomas, references, proof of experience etc.) must not be sent at this point but at a later stage, if requested.
- All communications to candidates concerning this vacancy will be in English.

*Further information*

For an informal conversation about the role, please email: [secretariat@iamra.com](mailto:secretariat@iamra.com)