



Secretary IFMGA - Job Requirement

Under the IFMGA Bylaws, the Secretary of the IFMGA must be an IFMGA Mountain Guide with domicile in Switzerland. The Secretary manages the office and internal affairs of the IFMGA.

Below are listed the requirements for applicants. The IFMGA recognises that an applicant may be strong in some requirements and less so in others. For this reason the appointment is made a year in advance, so that the new Secretary has a year in which to develop any necessary skills and to become familiar with the job before assuming responsibility for it.

Essential Requirements:

- can provide commitment to, and belief in, the IFMGA
- can devote enough time to do the job (approx. 130 days per year)
- has good language skills in German, French and English
- has good computer experience in various platforms (pc and mac) as well as an understanding of IT skills such as: Word, Excel, Video conferencing and Powerpoint etc.
- has knowledge and experience of book-keeping and budgets, according to Swiss law
- can demonstrate good communication skills.
- can provide office facilities and administrative support.
- can demonstrate experience of working in a team.
- is domiciled in Switzerland.

Desirable Requirements:

- experienced in running projects (e.g. a mountain guiding association or section, or comparable organisation)
- has experience of mediation techniques
- can demonstrate impartiality with team projects and activities
- has access to facilities for board meetings
- can organise meeting places that are easy for international board members to attend

August 2020