1.0 Background

FIDIC is the umbrella body representing the business interests of the global consulting engineering industry. Its membership consists of nearly 100-member association (MA) countries that represent 4 million professionally qualified engineering and consultancy professionals.

FIDIC was formed in 1913 and is governed by an elected board of directors, with its operations undertaken by a team based at FIDIC’s headquarters in Geneva, Switzerland, under the leadership of the FIDIC Chief Executive Officer.

FIDIC operates through five geographical regions namely: Europe (EFCA), FIDIC Africa, Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) groups. Full details of the FIDIC governance structure and activities are available at www.fidic.org.

FIDIC contracts are globally renowned, and in recent months, FIDIC has secured agreements with most multi-lateral development banks in the use of the FIDIC 2017 contracts. This has resulted in the need for more engineering and construction related qualified professionals to be trained in the use of FIDIC contracts with the ultimate aim of achieving more successful project outcomes.

FIDIC has therefore set up the FIDIC Academy to provide training and capacity building to drive excellence in quality and best practice for the consulting engineering industry; as well as stimulating talent and developing future leaders thereby providing engineers with the skills required to compete in a global marketplace.

The mission of FIDIC Academy is to be the world’s leading centre for contract, best business practice learning and development within the consulting engineering industry. Full details of FIDIC Academy governance structure and activities are available at https://fidic.org/training

2.0 The FIDIC Academy General Manager will be responsible for the following key activities:

a. **GOVERNANCE:** FIDIC Academy is governed by a Council and Senate that oversees its governance, operations, and commercial activities. The FIDIC Academy organogram and structure can be requested in writing. The General Manager will be a business leader with keen interest, capability, and expertise in both institutional and individual capacity building. They will be expected to deliver leadership and effect governance and compliance standards for the business.

b. **PROGRAMME DELIVERY:** The initial programme covered by FIDIC Academy will include contracts, FIDIC’s core values (sustainability, integrity, and quality) and other best business practice subjects in line with FIDIC’s objectives and the FIDIC Body of Knowledge (FBOK). The FIDIC Academy General Manager will have full ownership of the delivery of current and future programmes.
c. **OPERATIONS AND FINANCIAL MANAGEMENT**: The General Manager will oversee the commercial operations, administrative and financial management for FIDIC Academy reporting to FIDIC CEO and will be experienced in delivering sound financial outcomes for businesses.

d. **BUSINESS DEVELOPMENT**: Generation of new business, cultivation of new business opportunities and strategic partnerships, training product development, marketing, and management of a vibrant team to deliver the agreed business plan and growth will be the major drivers over the first three years to deliver a sustainable business. The General Manager will oversee business development for FIDIC Academy. They will be experienced in effective service delivery.

### 3.0 Role and Corporate Strategic Duties

This is a full-time and permanent role, based in FIDIC’s headquarters in Geneva, Switzerland and/or in Europe. The FIDIC Academy General Manager will:

- Report to the FIDIC Group Chief Executive Officer and be accountable to the FIDIC Academy Council, Senate and associated governance committees.
- Be responsible for the supervision, control, and administrative management of the business.
- Be responsible for business development, financial, and other operational affairs of the business.
- Be accountable for the profit and loss, annual account auditing and compliance processes.
- Responsible for identifying and management of external professional services providers.
- Responsible for the development and implementation of the Academy business plan, staff development and operations as part of the FIDIC Group.

The FIDIC Academy General Manager will also have the responsibility of coordinating with FIDIC member associations, universities and other training bodies seeking to have the opportunity to work with FIDIC Academy.

### 4.0 Operational Responsibilities

The role will involve among other tasks, to:

- Undertake the day-to-day management and direction of FIDIC Academy in accordance with the requirements of the FIDIC Academy Council and Senate.
- Manage and report the financial affairs of FIDIC Academy in accordance with the laws of Switzerland and any other jurisdiction in which it, its subsidiaries, staff, or contractors operate.
- Manage and provide leadership of employees and other personnel within the Academy.
- Develop and manage strategic relationship with industry partners and oversee the arrangements with service providers globally.
- Take responsibility for signing documents on behalf of FIDIC Academy, such as contracts, cheques, drafts, notes, leases, and other legal documents.
- Work in accordance with the Academy Governance Framework and provide support to the Council and Senate to ensure governance issues are upheld.
- Promote and represent FIDIC Academy at conferences and meetings with stakeholders.
• Perform other such duties as may from time to time be designated by the FIDIC Academy Council and Senate.

5.0 Competencies

The successful candidate will be expected to demonstrate experience in the following competencies:

• Strategic business development, effective services delivery, commercial and profit driven capability.
• Organisational culture development, shaping vision and values and embedding them within an organisation.
• Corporate governance codes and practice, laws and regulations, and experience of board dynamics.
• International stakeholder engagement and effective management of internal and external relations.
• Strategy development and implementation, including development and operation of business and corporate plans.
• Strong communication skills; must be fluent in spoken and written English, with experience in delivering reports and presentations.
• Leadership and influencing skills, including embracing change, defusing conflict, and inspiring others.
• Statutory, contractual, and commercial skills relevant to past roles and industries.
• Financial reporting and assessment, including sound understanding and interpretation of accounts in order to assess financial health of an organisation.
• Ethical mind-set demonstrating high standards of conduct, acting with integrity, ability to treat others justly and fairly.
• Professional and performance-oriented approach to organisation, maintaining high standards of skill, care, and diligence in professional activities.

6.0 Person Specification

The successful candidate must have a relevant undergraduate degree, with a masters or further qualification in business management, business administration, project management, learning and development or governance. The candidate must also be a member of a reputable professional body, and satisfy the following requirements:

• Extensive experience in operational management and business development in a client service-orientated or membership organisation.
• Track record of success at a senior level management role in a training, standards, compliance, or education services organisation.
• Commercially focused with a flair for marketing, and a strong understanding of the business environment. Previous experience in the international engineering and construction industry would be an advantage.
• Experience of developing corporate partnerships and new service offerings.
• Excellent communicator with exceptional interpersonal skills and an outgoing personality.
• Strong presentation and IT skills including database capabilities, MS office packages and CRM system.
• Adaptable and flexible with a willingness to travel when required.

7.0 How to Apply

• This role offers a great opportunity for a dynamic, commercial, and experienced individual with expertise in growing businesses in new markets and establishing strategic partnership within a newly formed business team.

• If you have experience in managing operations and financial management gained from the private sector or a trade association, academic institution, professional body, chartered institute, international membership body, not for profit, royal society, awarding body or similar type of organisation, we would love to hear from you.

• Interested candidates should apply to FIDIC Chief Executive Officer, with a two-page cover letter and CV, setting out how their capabilities match the skills and experience required, to be sent to FIDIC Office Manager, Ulrike Schiefer uschiefer@fidic.org by the closing date of Friday, 4 March 2022.