

# Vacancy Notice



## Senior Capacity Building Officer, IOSCO General Secretariat

**Position:** Senior Officer, Capacity Building

**Type of Recruitment:** Specific Purpose Contract (up to 3 years)

**Location:** on site, Madrid, Spain

**Start Date:** 15 April 2024

### Duties and Responsibilities

IOSCO is looking to recruit a suitably qualified individual to assist IOSCO's work with regard to capacity building activities.

Initially under the overall direction of the Standards Implementation Coordinator, the successful candidate will work with the Capacity Building Team and will assist and advise on the work carried out by the IOSCO Secretariat to respond to capacity building priority needs, as identified by IOSCO members.

To support the work of the team, we are looking for a talented individual to take on the role of a Senior Officer, Capacity Building. The current intention is that individual would be reporting to the Capacity Building Team Lead. The successful candidate would be expected to:

- Assess the training needs of IOSCO members;
- Develop and implement capacity building strategies and programs;
- Design and deliver tailored training workshops and materials;
- Develop metrics and key performance indicators (KPIs) to assess the effectiveness and impact of capacity-building programs;
- Adjust training strategies based on evaluation results and feedback;
- Engage with the World Bank, other development banks, and international organizations to ensure effective partnerships for capacity building programs;
- Engage with IOSCO members to understand priorities and needs for capacity building as well as to enlist their assistance in the delivery of the training programs;
- Perform any other duties and tasks assigned by the Standards Implementation Coordinator, the Deputy Secretary General or the Secretary General.

### Required Skills

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This position requires a results-oriented and experienced individual with the ability to understand the strategy as well as help to shape it, needs and priorities of IOSCO and its members, including the following skills and capabilities:

- Proven experience in designing and implementing capacity-building programs or initiatives or similar professional training programs;
- Demonstrated experience in assessing training needs and developing tailored solutions;
- Proficiency in using various training and capacity-building tools, methodologies, and the use of technologies for education and development;
- Strong project management skills to oversee the planning and execution of capacity-building initiatives;
- Proven mentorship skills to guide and support individuals in their development;
- Strong analytical and problem-solving abilities to identify capacity gaps and recommend appropriate solutions;
- Experience in public speaking and giving presentations to diverse audiences;
- Excellent written and oral communication skills in English;
- Ability to develop strong working relationships and to liaise confidently with internal and external stakeholders at all levels;
- Ability to operate as a member of a multi-national and multi-disciplinary team.

## Qualifications

- A bachelor's or master's degree is required and it is preferable that it would be in a relevant field, such as education, organizational development, international development, business administration, or a related discipline.
- At least 10 years of relevant experience in capacity building, training, and/or education related activities.

## In addition, the following knowledge, skills and experience are desirable:

- Experience in international negotiations or diplomatic work;
- Good understanding of securities regulation and familiarity with IOSCO's structure, membership and its corporate agenda and strategic direction;
- Direct experience with at least one Learning Management System;
- Proficiency in one or more of the other official IOSCO languages (Arabic, French, Spanish and Portuguese).

IOSCO accepts all eligible candidates without discrimination on any grounds, such as sex, gender, race, colour, ethnic or social origin, religion or belief, membership of a national minority, disability, age or sexual orientation.

**DEADLINE FOR APPLICATIONS: ON OR BEFORE 4<sup>th</sup> of March 2024**

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Interested candidates are requested to click [here](#) to apply online and provide their CV and a detailed cover letter outlining their interest and experience. Where a candidate wishes to refer to any research publications as part of their application, they should provide a copy unless it is particularly burdensome to do so. References will be sought at a later date from the preferred candidate. Applications must be made by the deadline of 5pm CET on the 4<sup>th</sup> March, 2024.

IOSCO reserves the right to extend or alter its approach to the recruitment of a person to this post from the particulars set out here at any time, at its absolute discretion.