



International Organization of Securities Commissions
Organisation internationale des commissions de valeurs
Organizaç o Internacional das Comiss es de Valores
Organizaci n Internacional de Comisiones de Valores
المنظمة الدولية لهيئات الأوراق المالية

INTERNATIONAL ORGANIZATION OF SECURITIES COMMISSIONS Head of Secretariat Operations Role

IOSCO is seeking to appoint its first Head of Secretariat Operations. This role is likely to suit an individual with a strong record in operations management (either in HR, I.T. or Finance) who aspires to develop his or her career towards a position as a Chief Operating Officer. This role is likely to suit a highly driven individual with strong evidence of a ‘can do’ attitude looking for an Operations leadership role in which they can develop their own strategic management record.

IOSCO offers an opportunity to develop and show leadership in designing and moving to the next stage in the operations management of this small (35) but growing organisation which is at the centre of a complex global policy making process which is critical to the functioning of global financial markets.

The working language of IOSCO is English and command of English will need to be perfect in order to be effective in this role. The location of IOSCO’s office is Madrid and Spanish labour law applies. This role is likely to suit an individual capable of showing evidence of a strong personal local network to provide essential support and local knowledge. IOSCO is open to appointing an individual with prior experience focused on H.R. management, Financial management and/or I.T. management. Preference will be given to candidates who can convincingly show an ability to be strategic in relation to all three aspects of the responsibilities of the role.

The person appointed will lead a team of approximately 10 staff. In addition to the normal range of operational functions, the IOSCO Secretariat includes a substantial team dedicated to the practical organisation of the many international meetings which are key to the work of IOSCO and which are included in these numbers. The individual appointed will not be involved in the development of securities regulatory policies and no prior experience in the field of securities regulation is required.

Job Description

Position: Head of Secretariat Operations, IOSCO General Secretariat

Brief description: Effective leadership of the provision of support services within the IOSCO General Secretariat

Principal responsibilities:

- Organise and lead effective operational support for the IOSCO Secretariat including Finance, Human Resources, General administration and IT systems and processes and develop these systems and processes to meet the needs of the IOSCO Secretariat in an efficient, effective resilient and forward looking way.
- Liaise with Secretary General (SG) and Deputy Secretary General (DSG) (“Senior Management”) to make decisions regarding operational activities and set strategic goals
- Provide Secretariat support for the IOSCO Finance and Audit Committee
- As member of the IOSCO General Secretariat Management Team, contribute to the management of the secretariat together with the Senior Management; substitute for Senior Management where needed.
- Lead the Secretariat’s crisis management function
- Lead, motivate and develop a team of highly qualified staff
- Represent the Secretariat at discussions regarding operations with the Spanish Government, CNMV and other agencies
- Any other functions that might be assigned by Senior Management

At a more detailed level, these responsibilities will include the following:

- Build and maintain relationships with all team heads and other staff members
- Lead the function of Secretariat resourcing including staff recruitment, development and implementation of staff policies including career development and overall staff motivation
- Financial management including internal controls, budgeting, collection of revenues and expenditure management and working with auditors to ensure preparation of audited financial statements
- Coordinate working arrangements at the IOSCO premises, including their maintenance and meeting arrangements for internal and external meetings, both in-person and virtual
- Implementing the travel policy and overseeing travel arrangements
- Risk management including compliance with applicable statutory requirements including GDPR, labour and health and safety measures
- Operate as the Chief Emergency Officer and keep the emergency plans up-to-date

- Management of the implementation of IT systems including functioning in a digital environment including IOSCO's virtual presence
- Liaise with external stakeholders including but not limited to the Government of Spain, CNMV, financial institutions and other agencies
- Manage procurement processes and maintain liaisons with vendors
- Analyse current operational processes and performance, recommending solutions for improvement when necessary

Qualifications, work experience and Skills:

Essential:

- At least 5 years of experience in a senior role in the area of operations in the public or private sector
- Experience as head of operations or in a similar role evidently heading towards senior management responsibilities
- Experience in either finance, I.T., or HR
- Complete proficiency in written and spoken English and evidence of a high degree of proficiency in Spanish or of the ability or commitment to attain this in a short time period.
- Excellent leadership, organisational and analytical skills
- Strong cooperative and team spirit
- Ability to operate as a member of a multi-national and multi-cultural organization
- Superior negotiation skills

Compensation

Salary: EUR 90,000-100,000 (Income tax exemptions may apply for IOSCO employees who were not Spanish nationals or Spanish tax residents before joining the Organisation).

IOSCO will also make a pension contribution and provide medical insurance.

Location:

The successful candidate will be expected to reside in Madrid and to be available to operate in the HQ of the organisation in Madrid.

Applications:

IOSCO will be reviewing applications in order to select candidates to take to the next phase of the process after the 7th of September. Applications should be sent to recruitment@iosco.org