



Job Description of the IFSW Main Representative to the UN

Position Title: IFSW Main Representative to the United Nations

Position Mandate: IFSW Secretary-General and Executive Steering Group

There are currently five IFSW Main Representatives to the United Nations: New York, Vienna, Bangkok, Nairobi and Geneva. The representatives work together in developing a global perspective representing social work to the United Nations while coordinating activities in their designated United Nations Headquarters site.

Position Overview: The IFSW Main Representative to the United Nations is responsible for advancing the agreed strategies within their nominated UN location. They are expected to work with other social workers and develop partnerships with UN stakeholders to promote and develop actions and statements on relevant social work contributions; and coordinating with the Secretariat to create a visible social work presence in the United Nations.

Key Objectives of the Main Representative positions:

- Promoting social work as an essential model for fulfilling the SDGs.
- Creating multi-level interventions to build knowledge, information and visibility of social work within United Nations Structures.
- Leading a process that secures a regular IFSW presence at the United Nations.
- Establishes collaboration between IFSW, UN agencies and partners to achieve the SDGs.
- Ensuring that the statements and work with the United Nations and partners is consistent with the policies of IFSW and the Global Definition of Social Work.



Position Requirements: The IFSW Main Representative to the United Nations must be a member of an IFSW member organisation in good standing.

It is recommended that candidates for Main Representative have had, at a minimum, executive level experience within their member organisations or their employment positions.

The IFSW Main Representative to the United Nations should have the time, flexibility and the background/abilities, required to carry out the duties and responsibilities of this position.

Terms of Office: The Term of Office is two (2) years. The IFSW Main Representative to the United Nations may be re-appointed to the same position.

Position Duties and Responsibilities:

1. Report to the General Meetings through the Secretariat.
2. Maintains an active commitment to the global goals of IFSW.
3. Leads the IFSW United Nations team in the relevant UN location.
4. Recruits potential team members for the relevant UN Team.
5. Presents the curriculum vitae and other relevant information to the
6. Secretary General for their approval as team Members.
7. Manages, in consultation with the Secretariat, the process of accreditation for all team members.
8. Trains, allocates work and supervises the team members.
9. Liaises with the Secretary General on a regular basis.
10. Liaises with the other main representatives on a regular basis and on matters of relevance to their region or work for IFSW
11. Coordinating close working relationship with other NGO's to the United Nations
12. Prepares report on team activities for the IFSW Executive and General Meeting