



TERMS OF REFERENCE

Position Title:	Secretary General
Location:	To be determined with local/international travel
Duration of Appointment:	2 year contract; to be renewed at the end of contract based on satisfactory performance
Application closing date:	June 15 th 2018
Estimated Start Date:	September 1 st 2018

Background

The founding Secretary General of the SLoCaT Partnership is leaving after nine years of service; building the organization and ensuring a strong network of members and partners. After almost a decade of successful representation of transport in global dialogues and agreements over the past several years; the Partnership is now in transition to a new phase. For continued success, SLoCaT needs to reassess its strategic priorities, build a stronger financial position, and engage with emerging global actors in encouraging strong implementation of transport actions to meet global objectives on climate change and sustainable development.

The Board of the SLoCaT Foundation is looking for an entrepreneurial, self-driven and visionary individual to lead the largest global multi-stakeholder partnership on sustainable transport into this new era.

About SLoCaT Partnership

The mission of the SLoCaT Partnership is to promote the integration of sustainable, low carbon transport in global policies on sustainable development and climate change and leverage action in support of the implementation of the global policies. The [SLoCaT Partnership](#) started its activities as an informal partnership registered under the United Nations in September 2009. In August 2014, SLoCaT Foundation was established to enable, facilitate and support the SLoCaT Partnership in promoting sustainable, low carbon transport. SLoCaT Foundation is registered in the Netherlands under Dutch Law and is the legal entity behind the SLoCaT Partnership.

SLoCaT Partnership is currently the largest global multi-stakeholder partnership working on sustainable transport. It has a diverse membership base of over 90 organizations representing UN Organizations, multilateral and bilateral development organizations, academe, foundations and NGOs, as well as specific organizations representing transport operators. SLoCaT has four focus areas; climate change and transport, urban transport, rural transport and transport equity.

For more information on SLoCaT Partnership, please visit the SLoCaT website, www.slocat.net.

About the Position

The Secretary General is responsible for the overall management of the Secretariat of the SLoCaT Partnership and its entire staff pursuant to the SLoCaT Foundation Constitution and By-Laws. The Secretary General serves as the main liaison between the Board and, the SLoCaT Secretariat, the SLoCaT Partnership's members including the SLoCaT funding institutions. In addition the Secretary General directly manages SLoCaT's public relations functions and linkages with the funding institutions.

This position reports to the Chairperson of the Board of SLoCaT Foundation.

1. Overview of Responsibilities

Organizational Leadership and Development

- Provide leadership in the medium-term and long-term development of SLoCaT Partnership and SLoCaT Secretariat.
- Motivate SLoCaT Members to engage in the activities of the SLoCaT Partnership and maintain good relationship with different SLoCaT members.
- Work across diverse sectoral interests and constituencies represented by SLoCaT members

Executive Management and Governance

- Represent the SLoCaT Partnership in and execute all contracts and agreements entered into for and on behalf of the SLoCaT Foundation based on the relevant provisions of the by-laws of the SLoCaT Foundation.
- Lead an international team of motivated, capable and independent staff members
- Develop and lead the implementation of SLoCaT Work Program which outlines the priorities and key projects of the SLoCaT Partnership every year.
- Oversee the financial management function of the SLoCaT Partnership, including periodic financial planning and budgeting, management of bank accounts and transactions, financial auditing, and other relevant functions.
- Oversee personnel management function of the SLoCaT Secretariat, including recruitment and dismissal of employees and consultants, compensation, performance management based on an accountability-based system, and other relevant functions.
- Oversee the program management and implementation, including proposal review and approval, project planning and implementation, procurement and disbursement of funds for projects.
- Support the Board of Directors and its standing committees in exercising their governance responsibilities, lead the implementation of Board resolutions, and report to the Board through periodic reports.

Fundraising

- Lead and take the primary responsibility for fundraising for the sustainability of the SLoCaT Partnership in close cooperation with the SLoCaT Board
- Initiate and develop long-term, multiple year funding relationships with existing and new funders to the SLoCaT Partnership

- Take a lead role in the development of project proposals for submission to development agencies, international NGOs, foundations and the private sector

2. Qualities Sought in a Secretary General

- Recognized leader with an inspirational and value-based leadership style and with high motivation to contribute to sustainable transport at regional and global level. The appropriate candidate may come from government, private sector or civil society organizations.
- Knowledge of both national and international policy issues and leaders is desirable, supported by at least 10 years' experience and substantive knowledge on sustainable transport, sustainable development, and climate change globally and with a focus on the developing world.
- Entrepreneurial thinking, self-starter and proactive in identifying the needs and gaps of the field and propose solutions and value adding of partnerships
- Proven fundraising skills and fundraising record, to drive fundraising for the organization covering development agencies, foundations and the private sector
- Sound organization management skills, including management of staff and financials. Proven expertise at managing small and effective a team with global reach.
- Excellence in building relationships and partnerships, especially with government agencies and preferably with an existing network of contacts and relationships
- Strong convening, communication and influencing skills. Fluency in English (both verbal and written) and ability to communicate in multiple languages is an asset.
- Advanced university degree in a related field to transport, development, climate change issues.
- Willingness to travel for at least 20-30% of the time.

3. Duration, Remuneration and Other Benefits

The selected candidate will be appointed for a two-year period to be renewed at the end of contract based on satisfactory performance. The base monthly remuneration is competitive and can vary subject to the candidate's professional qualifications and work experience. SLoCaT Partnership provides 25 paid leave days per year and observes public holidays of the country staff members are based in. Government-mandated employee benefits will also be provided. SLoCaT Partnership provides opportunities for travel domestically and internationally.

SLoCaT Partnership is committed to creating a diverse and inclusive environment for all employees. All qualified applicants are welcome to submit their application without regard to race, color, religion, gender, sexual orientation or disability status.

SLoCaT expects to move its main office from Shanghai, China to a new city, in the second half of 2018 or at the beginning of 2019.