



Call for Applications Executive Secretary of the International Sociological Association (ISA)

International Sociological Association (ISA)

The International Sociological Association (ISA) is a non-profit association for scientific purposes. It was founded in 1949 under the auspices of UNESCO, and currently has 5,533 individual and 113 collective members from all over the world. Based in Madrid, Spain, ISA seeks to advance sociological knowledge, recognizes the aspirations of sociologists in all parts of the world, and endeavours to strengthen the free development of sociology in cooperation with similar associations of social scientists and sociological practitioners.

The affairs of the ISA are governed by the Assembly of Councils, which is composed of all members of the Council of National Associations (CNA) and the Research Council (RCC). The CNA represents 67 national sociological associations while the RCC represents 57 topic-focused research committees, 4 working groups and 6 thematic groups. The Executive Committee is composed of 16 members, 1 president and 4 vice presidents. For more information, please visit www.isa-sociology.org.

Key functions

The Executive Secretary is tasked to implement the Executive Committee's decisions. The Executive Secretary is also responsible for the supervision of the office staff and the operational management of ISA activities to ensure their success.

The specific functions of the position are as follows:

- Management of the organization's administrative affairs, including liaising with local authorities on behalf of the ISA
- Financial management of the organization, including working with the VP for Finance and Membership to draw up an annual budget
- Coordination of the Secretariat's work and supervision of the Secretariat staff
- Periodic reporting to the Executive Committee about membership, finances, programmes, activities, and accomplishments.
- Coordinate and manage public relations
- Organization of the World Congress, the ISA Forum, the Executive Committee Meetings, and other ISA meetings

Place of work

The ISA Secretariat's office is located in Madrid, Spain.

Qualifications

- A master's degree in the social sciences or related field is required. A Ph.D. in the social sciences is an advantage.
- A successful track record (minimum 3 years) in the management of an organization, preferably in the field of social sciences or in an international/regional organization is required.
- Knowledge of finances and organizational development
- Fluency and working knowledge of English. Working knowledge of Spanish and/or French is an advantage.

Skills, competencies, and desired professional qualities

- Leadership qualities with ability to manage an international team
- Ability to work cross-culturally
- A commitment to human rights and the values of the ISA
- Excellent written and oral communications skills
- Knowledge sharing and continuous improvement for the delivery of results
- Expertise in strategizing digital communication and social media networking
- Flexibility, creativity, openness, kindness, integrity, transparency, fairness and an in-depth hands-on approach

How to apply?

Applicants are invited to submit their application letter, one-page bio, curriculum vitae, and three recommendation letters to isa@isa-sociology.org. The closing date for the application is **March 30, 2022**.

Those shortlisted will be interviewed in April 2022. If you have further questions regarding the procedures and application details, please feel free to contact ISA isa@isa-sociology.org.

Terms of the contract

The term of office is four years, with possible renewal. The new Executive Secretary is expected to take a position in April 2023. Salary is commensurate with the profile of the candidate and his/her working experience, in line with the Spanish public salary scale (equivalent of an academic position). If you have further questions regarding the procedures and application details, please feel free to contact ISA isa@isa-sociology.org.

ISA is committed to achieving workforce diversity in terms of gender, nationality, and culture.