

## **Associate Executive Officer**

**Job Title** – Associate Executive Officer (AEO)

**Quota** – Ideally enough to cover all ICMDA Regions

**Appointed by and responsible to** – Chief Executive Officer (CEO)

**Close working relationship with** – Regional Secretary (RS), Regional Committee (RC), Regional Representative (RRs) and Area Representatives (ARs) in the regions where he/she works

**Partnership with** – Other AEOs

**Term** – Four years which may be extended to another four years

**Salary** – Voluntary part-time role with an annual grant for travel and expenses and small honorarium

**Role** - to work with the RS, RC, RRs and ARs to implement the mission, vision and values of ICMDA in the regions where he/she works within the stipulated policies set by the ICMDA.

### **Job Description**

1. To be responsible for promoting the mission, vision and core values of the ICMDA amongst Students and Junior Graduates
2. To liaise with Regional Secretaries to ensure appropriate selection, leadership development/training and support of all RRs and ARs
3. To respond to identified needs of RRs/ARs
4. To be available to attend the Board meetings as a staff invitee.

### **Requirements**

1. Qualified doctor or dentist
2. One who loves the Lord, has a good reputation and who is inspired by the vision of ICMDA
3. Someone who can give time for the work of ICMDA
4. One who has the big picture in view
5. One with good teaching, relational and communicating skills
6. Willing to travel
7. Adequate IT and administrative skills
8. Working knowledge of the English language and other major languages of the regions he/she covers
9. One who is willing to be accountable to the CEO and work with the Regional Secretaries, Regional Committees and national associations.

**Source** – *ICMDA Board Policy Manual Section 2*