



10.03.08

## ITA seeks Executive Director

ITA, the International Tunnelling and Underground Space Association, is seeking candidates for the new position of Executive Director starting on 1<sup>st</sup> January 2009. The position (depending of the candidates) could be up to full-time. Candidates are requested to submit their application for the position (CV, letter of interest, references and a summary statement why the candidate is qualified) to the ITA Secretariat by **May 31<sup>st</sup>, 2008**.

ITA is a non-profit and non-governmental organisation (NGO to UN-ECOSOC), a federation of 52 member nations and 300 Affiliate Members encompassing about 20.000 experts around the world. More information about the structure and administration can be found at [www.ita-aites.org](http://www.ita-aites.org)

The Executive Director will lead the ITA Secretariat, the operative body of the organisation, located in Lausanne in Switzerland (diagram of organization and tasks enclosed). The Executive Director will interact with the ITA President frequently but ultimately is responsible to the Executive Council. The Association is bilingual, French and English.

ITA seeks a qualified person to execute among others the work tasks as listed below:

- Manage the Secretariat and the ITA organisation financially and operationally in all its aspects;
- Report regularly the activities of the organisation to the Executive Council and yearly to the General Assembly;
- Follow-up and Supervise the activity of the Associate Editor of the Association (*ita@news*, TRIBUNE, ITA Reports, Website) and of the Webmaster;
- Prepare the promotion actions of the organisation and the full scope of its activities;
- Follow-up, liaise and supervise the host nations of the Annual World Tunnel Congress to ensure continuity, progress, quality and content of the conferences and their compliance with the by-laws/statutes
- Follow-up contacts with the general public, sister organisations, other non-governmental organisations (United Nations, PIARC, EU etc.);
- Participate in conferences on behalf of ITA presenting the organisation and its work;
- Follow-up and liaise the activities of the Members, Working Groups and Committees;
- Arrange and promote meetings, seminars, training sessions and conferences in the name of the ITA organisation in cooperation with such as Members, Prime Sponsors, Sister organisations, etc.,...;

In addition to fulfilling the descriptions above the candidates shall comply with the following criteria:

- Hold as a minimum a Bachelor degree in Science, Architecture or Management.
- Be well experienced in management, leadership and communication;
- Demonstrate marketing experience;
- Preferable to demonstrate Public Relations experience;
- Experience in working with non profit organizations would be advantageous;
- Preferable to be familiar with the tunnelling industry.

Please contact by email the Secretariat for any question: [secretariat@ita-aites.org](mailto:secretariat@ita-aites.org)

The President  
Martin Knights