

ICOSI

Provisional Job Description for the Secretary General and other ICOSI Staff

Initially it is envisaged that the ICOSI Secretariat will comprise a Secretary General, with an Administrative Officer in support, together with an Information Officer.

(i) SECRETARY GENERAL

The Secretary General is responsible to the Chairman of the Executive Committee. The Secretary General is responsible for ensuring that particular decisions are implemented and for reporting progress on them. He will also be responsible for co-ordinating the activities of the ICOSI Working Parties and task forces.

Responsibility to the Board

The Secretary General will act as Secretary to the Board of Governors and will have specific responsibilities which will include:

- (a) arrangements for Board meetings
- (b) drawing up agenda
- (c) preparation and distribution of minutes.

Responsibility to the Executive Committee

The Secretary General will report to that Committee for specific responsibilities associated with the powers delegated to the Committee by the Board of Governors. The Secretary General's responsibilities will include, for example:

- (a) the efficient administration of all aspects of the Secretariat.
- (b) ensuring that the needs of the members of the Executive Committee and other sub-committees are served effectively.
- (c) in consultation with the members of the Executive Committee, developing policies and initiatives to further the interests of ICOSI.

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Revised 8/8/78

- (d) Monitoring the progress of agreed programmes which are carried out by ICOSI members through national trade associations, where appropriate.
- (e) Providing satisfactory means of communication between ICOSI and its member organisations, national trade associations and, when required, between ICOSI and outside bodies such as WHO, UICC, EEC Commission.
- (f) Acting, when required, as a spokesman for ICOSI

He will make arrangements to ensure that statements and publications issued by, or on behalf of, ICOSI, are cleared from both the legal and scientific standpoints and reflect the position of the members.

- (g) Controlling and directing on behalf of the industry, certain agreed central functions such as research, and engaging and supervising the activities of appropriate outside agencies.

Age and Experience

Age is not important although it is not envisaged that the selected candidate will be over 55.

Whilst working experience in the tobacco industry would be an advantage, it is not considered to be a pre-requisite for the appointment. Careful consideration will be given to all those with the appropriate administrative and executive and possibly political experience at senior levels whether in the private or the public sector.

English will be the working language of the organisation and the Secretariat. Knowledge of, or fluency in other European languages such as German, Spanish and French will be an advantage for the Secretary General.

He must be of a stature, experience and intelligence compatible with his work with leaders of the international business community.

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Contract

It is envisaged that the initial contract of employment will be for a period of four years, after which the agreement will be renewable. (It is suggested that specialist advice be taken so that the Board has the best available information when a decision is taken on the precise terms and conditions of the contract of employment for the Secretary General).

Procedure of Selection

The nominated recruitment agency will be required to draft a detailed job description and thereafter to provide a list of suitable candidates for interview by the Executive Committee whose members will make the final selection in the normal way.

The recruitment process must be completed before September 30 1978.

ii) ADMINISTRATIVE OFFICER

It is noted that the Administrative Officer and the Information Officer should together provide the ICOSI Secretariat with a capability in English, French, German and Spanish.

Answering to the Secretary General, the Administrative Officer will be responsible for those tasks delegated to him by his superior. They will include:

- (a) assistance with the day to day administration of the Secretariat;
- (b) deputising for the Secretary General in his absence;
- (c) ensuring that minutes of meetings are taken and distributed promptly;
- (d) providing the link between the ICOSI Secretariat and member bodies, and between ICOSI and outside organisations;
- (e) establishing and maintaining an efficient office organisation;
- (f) maintaining accurate financial records, in collaboration with ICOSI's financial advisers.

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(iii) INFORMATION OFFICER

The role of the Information Officer, who will be responsible to the Secretary General, will be to:

- (a) provide a communications link between the Secretariat and ICOSI member companies, between ICOSI and the national trade associations, and between ICOSI and outside organisations including the public;
- (b) establish and maintain a library of written, photographic and recorded information principally in the area of public smoking issues; he will however maintain on-going links with other library centres, i.e. within ICOSI member companies, Governments, etc;
- (c) advise the Secretary General on communication programmes linking ICOSI with its various audiences and implement activities which have been agreed by the Executive Committee;
- (d) set up means by which ICOSI can monitor within national governments and other bodies those decisions which have a bearing upon the work of ICOSI and its members.

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