

IYF Deputy Representative

Position title: Deputy Representative

Category: National

Level: S3

Duration: 3 Years

Supervisor/Report to: IYF Representative

Job type: Part-Time (Volunteer Service)

Overview

The International Youth Federation (IYF) is an association constituted under Articles 60 et seq. of the Swiss Civil Code, with its seat in the Canton of Geneva, Switzerland, and governed by its Statutes. It is a non-profit, politically neutral and non-denominational international organisation whose purpose is to empower young people worldwide.

The IYF Country Team is the Federation's principal operational presence at the national level, led by the Representative and supported by the Deputy Representative, programme staff and operational support functions. Structured around a youth development mandate, the Country Team translates IYF's Global Strategy 2026–2030 into nationally relevant programming, working in close partnership with government counterparts, youth organizations, civil society and other stakeholders. It is accountable for programme design, implementation, monitoring and resource mobilization within its assigned country, ensuring that global strategic priorities on youth leadership, empowerment and policy participation are delivered through locally grounded, youth-centred action.

The Deputy Representative promotes partnerships, synergy and strategic alliances with counterparts in government, bilateral and multilateral agencies and civil society. The incumbent is a member of the IYF Senior Country Team, acts in the absence of the Representative, and supports the Representative in the overall management of the Country Team. The incumbent is responsible for substantially contributing to the design, implementation, management and oversight of the country programme and to the operations supporting its implementation, to ensure effective and efficient delivery of results as planned at the national and regional level.

Mission Statement

To voluntarily represent, positively promote, and uphold the mission of *“Empowering youth for a better world”* across IYF's programmes, opportunities and interventions within the community.

Responsibilities

(A) IYF Promotional Activities:

- Deliver presentations, remarks and speeches at country level on behalf of the IYF Representative.
- Develop a proactive outreach strategy to ensure that all entities are aware of IYF activities, with the support of the Communications Officer and other Country Team members.
- Effectively engage in youth community activities, projects and initiatives.

(B) Advisory and specialized technical support:

- Act as senior member of the management team at national level.
- Advise the Representative on strategic areas and formulation of programs and management operations, including work planning.
- Draft project documents, briefs and other strategic papers/materials for use in the development and presentation of innovative and coherent policy and programmatic positions in support of national development priorities and commitments to youth empowerment, incorporating regional and global perspectives and contributing to regional and global strategies.

(C) Management of the programme and Country Team:

- Serve as officer-in-charge in the absence of the Representative.
- Finalize programme and operations annual workplan for the Representative's approval and monitor implementation of programmes and activities.
- Coordinate the planning and conduct of situational analysis with the Country Team to gather information and data for programme design, planning, monitoring and evaluation.
- Oversee and lead the process of programme formulation, planning and preparation, ensuring alignment with the IYF Global Strategy, corporate policies and guidelines.
- Oversee the management of financial resources, in line with IYF policies, rules and procedures.

(D) Representation, partnership building and advocacy:

- Establish and maintain relations and consultations with government, partners, stakeholders and donors to achieve active collaboration, cooperation and alliances on programme development and implementation.
- Represent the IYF Country Team in meetings as delegated/appropriate.
- Establish and strengthen relationships with counterparts for effective advocacy and partnership.

- Provide substantive inputs in the formulation and implementation of the country resource mobilization strategy.

(E) Communications Duties:

- Maintain active communication among youth organizations and other interested agencies at the national level.
- Report youth achievements, success stories, progress and related news to IYF Headquarters.

Competencies

- **Lead (Level-3)** *Leadership is the art of motivating a group of people to act as a team towards achieving a common goal.*
- **Design (Level-3)** *Ability to recognize what changes are required and create a path for improvement using existing knowledge, problem solving skills, creativity and original ways of working.*
- **Empower (Level-3)** *Empowerment is a practice of giving team members skills, authority, opportunity and motivation so that they can take initiative and make decisions to solve problems and improve performance.*
- **Mobilize (Level-2)** *Ability to identify resources and activities that individuals and organizations will undertake to support the IYF's strategic goals and objectives. Engage and influence appropriate donors by building win-win relationships.*
- **Inspire (Level-2)** *Inspiration and lead by example is about energizing and creating a sense of direction and purpose in others, unlocking motivation and momentum for positive change.*

Functional Competencies

- Ability to lead strategic planning, results-based management and reporting.
- Ability to lead and manage corporate strategic initiatives.
- Excellent computer, internet, social media and information system skills.

Eligibility

- Be a citizen of the assigned country.
- Strong interest in youth empowerment and youth-related issues.

Skills Required For Position

- Ability to interact cordially and communicate with a diverse community.
- Effective oral and written communication skills.
- Ability to assess and evaluate situations quickly, accurately and effectively.

Experience

Demonstrated experience and results at the national level in youth empowerment, development, communications, international relations, youth studies, sport, women's empowerment, youth-led organizations or other relevant fields is preferred.

Language

Fluency in English with superior drafting skills is essential.