



INTERNATIONAL FEDERATION
OF PSORIASIS ASSOCIATIONS

[Note: While this document is written in English, the official language at IFPA, full native level or close to native level Swedish (in writing and speech) is expected and required for the position given its administrative responsibilities.]

IFPA seeks Manager – Administration and Events

The International Federation of Psoriasis Associations, IFPA, seeks a Manager – Administration and Events to the IFPA Secretariat based in Alvik, Stockholm, Sweden, for prompt addition to the IFPA team.

The assignment entails responsibility for administrative support for IFPA's day-to-day operations, financial administration, projects, member administration and service, as well as coordination of external and internal events within IFPA, many of which take place in international settings.

ABOUT IFPA

IFPA is the global federation of more than 55 national and regional psoriasis patient associations. More than 125 million people are believed to live with psoriasis and psoriatic arthritis all over the world, and it is a disease that can have a significant impact on both the individual and on society. IFPA is a democratic organization governed by the General Assembly of its member associations, and its operations are overseen by an appointed Board made up of representatives of Member countries across the world. IFPA, a member of the NCD Alliance, holds Special Consultative status with the United Nations Economic and Social Council (ECOSOC) and actively advocates for the global psoriasis community within the WHO system and towards its member states. The efforts of IFPA led to a WHO resolution on psoriasis in 2014 which was followed by a WHO global report on psoriasis in 2016. IFPA also manages the Global Psoriasis Coalition, which unites stakeholders from different sectors in this mission. IFPA, as a continuously evolving and growing non-profit organization, is presently in a journey towards its next level development of the organization and actively works to expand its capacity, impact and connection with its member associations worldwide. This position, as is the case for all staff members of IFPA, provides an opportunity to actively contribute to that transition and development journey.

The IFPA Secretariat is at this time comprised of seven staff members (including this presently vacant position).

IFPA Secretariat
Gustavslundsvägen 143
167 51 Bromma
SWEDEN



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MAIN TASKS

The position entails key responsibilities in supporting IFPA administrative systems and day-to-day administration through oversight of, in summary, the following tasks:

- Financial administration – documentation, initial approvals of payment orders, monthly reports, support in budget tracking and follow-up, cooperation with IFPA’s accountancy consultants, oversight of payments to Board members, functionaries, and members, and other tasks as needed.
- Service to IFPA members – member service via phone, e-mail, etc; processing of membership applications, queries, and other support needed; management of IFPA’s member organization contact database and administration of membership fees, and support of other Secretariat staff in activities aimed towards IFPA members.
- Project administration – support for the Executive Director and project leads with administrative tasks and supporting documentation (member surveys, reports, presentations); coordination of activity reports from IFPA events and members; assistance in preparing documentation, materials and logistics ahead of physical and virtual IFPA Board meetings as well as key planning events, and participation in Secretariat planning and project meetings.
- Event management – administration and coordination of the IFPA annual Members Meeting (in 2019, this is combined with a General Assembly gathering IFPA members from across the world), and other events where IFPA participates around the world, including planning, travel and meeting bookings and report management, where applicable in collaboration with external agencies and partners.
- Organizational development – assistance in developing and enhancing policies, structures and systems within IFPA, particularly with focus on administrative processes, and active participation in the IFPA Workplace Improvement and Structure Enhancement (WISE) program.
- Other tasks as needed – the IFPA Secretariat is a small, but dedicated team, which works closely together in a supportive environment. Each member of the Secretariat should be ready to undertake other tasks as needed to support other members of the team, as well as other tasks as they may become available during IFPA’s development process.



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QUALIFICATIONS:

- Bachelor degree or higher in financial administration, other administrative field, in combination with documented work experience of at least 2 years, or alternatively at least 5 years of relevant work experience.
- Completely fluent in both English and Swedish, as while the IFPA official work language is English, the position entails many administrative responsibilities in Swedish. Knowledge of other world languages, particularly Spanish, Arabic, or East Asian languages, is qualifying, as is extensive international experience in any setting.
- Excellent administrative skills, with strong work ethic, integrity and a constructive and development-oriented mindset being fundamental to the position.
- Experience in non-profit organizations with focus on societal development, medical or scientific connections or humanitarian missions is highly qualifying.
- Diplomacy, patience, positivity and strong ability to work with others, especially with consideration to cultural differences, is important.
- Proficiency in the Microsoft Office suite and strong overall IT capability.
- Experience in international settings, particularly in NGOs, as well as event management, is highly qualifying.

PERSONAL TRAITS:

Responsible and reliable, integrity-based with a strong work ethic, interested in working within the non-profit sector for the benefit of millions around the world, ability to analyze and synthesize information in a structured manner, ability to manage stress under intense operational conditions, such as in connection with international events.

WHO ARE WE LOOKING FOR:

A development-minded, solid and reliable administrative candidate with attention to quality, willingness to work collaboratively, support others, an interest in making a difference and ability to find inspiration in development and helping others succeed in their objectives.

IFPA's mission comprises a rewarding but sometimes intense environment, where high-level settings and responsibilities (such as during coordination of events at the World Health Assembly, UN/WHO events or the IFPA Members Meeting or World Conference) are viewed as an opportunity and a setting where teamwork is key. The Manager – Administration and Events plays a key role in supporting IFPA's operations overall and needs to be able to

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provide a reliable administration framework while also providing key coordination in event management, sometimes on site internationally. The candidate must be able to travel on select occasions during the work year.

WHAT CAN WE OFFER:

A varied, stimulating and exciting job with excellent scope for both personal and career development, in a global patient driven organization. A knowledgeable and dedicated team who are passionate about the rights of people with psoriasis and psoriatic arthritis to achieve better treatment, care and greater public understanding of their disease. The possibility to help effect change in the lives of millions of people worldwide.

The position entails full-time employment (100 %) at the IFPA Secretariat offices, based in Alvik, Stockholm, Sweden, and a 6 month´s probationary period will be applied. A collective agreement applies through KFO/Unionen.

The Manager – Administration and Events reports to the Executive Director.

APPLICATION:

The interview process is already ongoing and your application and CV will be welcomed at the earliest convenience. The position is expected to be appointed promptly, in January or latest in early February 2019 [updated].

You are welcome to send in your application and CV, both in English, to the IFPA Secretariat through the Executive Director, patrik.vuorio@ifpa-pso.com by the latest **January 31st, 2019** [updated].

CONTACT:

Should you have any questions about IFPA or the position you are welcome to contact us:

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E-mail: patrik.vuorio@ifpa-pso.com

Welcome to read more about IFPA and our projects on our website, www.ifpa-pso.com. You can find us on social media under @psoriasisIFPA on Facebook, [Twitter](#) and Instagram.

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