



INTERNATIONAL ASSOCIATION OF
MEDICAL REGULATORY AUTHORITIES

IAMRA Executive Director Job Description

Position:	Executive Director
Reports to:	The IAMRA Board of Directors
Salary:	Approximately US \$40,000 per year, dependent on experience and qualifications.
Conditions of Employment:	The initial contract will be offered on a part-time basis (16 hours per week) and for a period of three years. The term of office may be extended after an evaluation of the Executive Director's performance. The exact contractual arrangements will be a matter for negotiation.
Start date:	As soon as possible. Preference will be given to candidates able to attend the next IAMRA Board's Strategic Planning Meeting which will be held in California in early 2023, with travel costs being covered by IAMRA.
Location:	The post is open to residents from all countries. The Executive Director must be willing to work flexibly and remotely, and travel when required, including to the offices of the Federation of State Medical Boards in the United States, where the Office of the Secretariat for IAMRA is located.

A. Background

IAMRA is a membership association bringing together medical regulatory authorities and others with a nexus to medical regulation. IAMRA's purpose is to encourage best practice among medical regulatory authorities worldwide in the achievement of their mandate - to protect, promote and maintain the health and safety of the public by ensuring proper standards for the profession of medicine.

IAMRA's current goals are :

1. Creating a global community of medical regulators by expanding IAMRA's membership, partnerships and impact, and increasing value to members.
2. Supporting and encouraging members to provide, in the interest of the public, regulatory practices and systems that strive for best practice and contribute to the provision of safe and effective health care by the medical profession.
3. Leveraging technology, i) in pursuit IAMRA's purpose, including the sharing of fitness to practice/disciplinary information among IAMRA members; and ii) guiding members on the adoption of technology in regulation and healthcare.
4. Strengthening the evidence base for regulation by encouraging research and evaluation of regulatory processes, and the publication and sharing of findings.

B. General responsibilities

Working with the Chair of IAMRA, the Chair-elect and the IAMRA Board, the Executive Director will be responsible for delivering the work programs and operations of IAMRA and leading the day-to-day operations of the IAMRA Secretariat. This includes providing executive leadership in furtherance of IAMRA's purpose and strategic priorities and ensuring that IAMRA is proactive in dealing with the needs of its members. The Executive Director will be responsible for managing relationships with member organizations and seeking opportunities for engagement and collaboration with both member and non-member organizations to further IAMRA's goals and to make a positive contribution to medical regulation worldwide.

The Executive Director will:

- a) Serve (ex-officio) on the IAMRA Board and all IAMRA committees.
- b) Lead the Secretariat in delivery of the day to day operations of IAMRA in a timely and cost effective manner.
- c) Be responsible for the preparation of IAMRA's work program in realization of IAMRA's purpose and strategic priorities, working closely with and advising the Chair, Chair-elect and IAMRA Board.
- d) Lead the implementation of IAMRA's work program, working closely with and advising the Chair, Chair-elect and IAMRA Board, as well as the Chairs of IAMRA Committees and Working Groups.
- e) Manage the financial affairs of IAMRA, including the development of annual budgets for approval by the Board and financial proposals for consideration by the Board and Members General Assembly; ensuring compliance with the requirements of the annual financial auditing process.
- f) Oversee the organization of the Members General Assembly and Board meetings.
- g) Alongside the Chair, Chair-elect and the IAMRA Board, establish and manage sustainable relationships with members and external stakeholders, including:
 - Identifying the needs of member organizations and leading work to enhance the value of IAMRA membership, in order to maximize retention of members and encourage new members;
 - Recruiting new IAMRA members, especially in world regions where membership is low;
 - Building relationships with external organizations such as the World Health Organization.
- h) Advise, manage, and deal confidently and competently with IAMRA members, the Board, the Chair, and Chair-elect, as well as senior representatives of external stakeholders, prospective member organizations, key interest groups, and the media (including social media).
- i) Develop and maintain the confidence of the Board and IAMRA members, developing and building the necessary relationships to ensure effective and efficient working and project delivery.
- j) Represent IAMRA at high profile external events and meetings, exercising sound judgment in making decisions on behalf of the organization.
- k) Tailor all written and verbal communications to a wide range of audiences with cultural sensitivity and acknowledging differences in professional practices.

C. Position Requirements

1. Experience, Qualifications and Skills

Essential¹

- a) A recent and successful track record in an executive management position.
- b) A proven ability to think strategically, make sound judgments and generate solutions that ensure prompt delivery of high quality and agreed outcomes.
- c) Proven ability to develop and implement a stakeholder engagement and communication plan.
- d) Experience leading small teams effectively with limited resources.
- e) Proven ability to effectively lead projects and manage business processes, including work programs, budgets, organizational policies and procedures, preparing oral and written reports.
- f) Experience working effectively with committees and external organizations.
- g) Exceptional verbal and written communication skills - fluency in spoken and written English.
- h) A high level of computer literacy and the ability to integrate new technology into daily work practices.

Highly Desirable

- a) University-level; graduate degree is desirable.
- b) Experience in professional regulation, health/regulatory policy and working with a Board.
- c) Experience in event organization, including in-person events such as conferences and online events such as webinars.
- d) Experience using social media platforms (Twitter, Facebook) to share news, updates, and announcements with online audiences to expand reach and impact.

2. Personal skills

Interpersonal and communication skills

- a) A proven ability in public speaking.
- b) A proven ability to produce high quality, cogent written material².
- c) Command of a language/s other than English is desirable but not essential.

¹ C.1. a) - h) are essential for this position. Applicants who are unable to demonstrate these skills will not be considered.

² The Executive Director will be expected to prepare a range of briefings, reports, statements and discussion papers for the Chair, Chair-elect, the Board and Members.

Business and Organizational Skills

- a) A strategic focus, to ensure that all activities are aligned with the purpose of IAMRA.
- b) Proven ability to prioritize projects and activities and deploy resources in a way that ensures the strategic aims are achieved.
- c) Proven ability to manage and deliver work programs to high quality agreed outcomes within budget.
- d) Proven ability to manage business processes including business plans and budgets.

Staff management skills

- a) Experience managing staff, including remote management of staff, objective setting, performance management, and mentoring.
- b) Ability to motivate and develop individuals to ensure a good team ethos and morale.
- c) Ability to provide constructive feedback and development opportunities to team members.

Application process

For applications to be considered, candidates must submit:

- The application form (separate document)
- A letter of motivation (no more than 2 pages)
- A curriculum vitae

Applications deadline: **midnight (UTC time) Monday, August 15, 2022**

Applications must be sent by e-mail to [mailto: Mark Staz at mstaz@fsmb.org](mailto:Mark Staz at mstaz@fsmb.org)

Please note:

- Applications will be rejected if incomplete or submitted after the deadline.
- Supporting documents (for example, certified copies of degrees/diplomas, references, proof of experience etc.) must not be sent at this point but at a later stage, if requested.
- All communications to candidates concerning this vacancy will be in English.

Further information

For an informal conversation about the role, please email:

- Mark Staz at mstaz@fsmb.org