

# Fund for the Afghan People

route de Frontenex 86, 1208 Geneva, Switzerland

## Job Description – Executive Secretary

### GENERAL DESCRIPTION OF THE EXECUTIVE SECRETARY ROLE

The Executive Secretary operates under the Board of Trustees' ("Board") guidance and decision-making authority, implementing policy decisions. As such, the Executive Secretary manages the day-to-day activities of the Fund for the Afghan People ("Fund"), including administrative tasks, assumes the role of Secretary during Board meetings, coordinates the activities of contractors and third-party service providers, conducts the finance and administration of the Fund, executes the policy decisions pertaining to investments and disbursements, and manages the Fund's relationships with external parties.

### DETAILED ACTIVITIES AND FUNCTIONS

- Administrative and Board Secretariat activities: carrying-out the day-to-day management of the Fund's activities, ensuring that information flows to and from the Board members and providing guidance as requested to support decision-making at the Board level; supervising the information technology infrastructure of the Fund; managing the website of the Fund, ensuring regular updates in coordination with external service providers; coordinating activities with contractors; planning and preparing regular Board meetings and assuming the role of Secretary during Board meetings.
- Finance and administration: supervising the financial flows of the Fund in coordination with the Fund's accounting firm and other external providers.
- Audit, compliance, and regulatory requirements: in coordination with legal advisors and other external parties, ensuring that the Fund is fully compliant with relevant laws and regulations, and liaising with the Swiss regulatory authority for foundations (FASF) when needed.
- Coordination of the Fund's International Advisory Committee.
- Asset management and disbursement: monitoring the Fund's portfolio at the Bank for International Settlements (BIS), providing regular updates to the Board, and ensuring execution of Board decisions pertaining to Fund investments.
- External outreach: liaising, under the Board's direction and guidance, with relevant external stakeholders or interested parties (including governments, international organizations, and Swiss authorities).

### REQUIREMENTS

- University degree in law or economics or comparable education with master's degree preferred.
- Several years of experience in an administrative or management role in the private, public or non-profit/philanthropic sectors; proven experience in steering and facilitating Board-level dynamics and decision-making is a strong plus.
- Strong knowledge of the Swiss Law on Foundations, including corporate governance rules; very good knowledge of Swiss and international compliance and regulatory requirements. Fully trained lawyer in Switzerland is a plus.
- Domiciled in Switzerland.
- Excellent oral and written communication and interpersonal skills.
- Ability to work independently and take initiative. Attention to detail and accuracy.
- Excellent judgment and political sensitivity, including ability to maintain confidentiality and handle sensitive information.
- Excellent command of English. Very good knowledge of French or German. Knowledge of Dari and / or Pashto is a plus.
- Knowledge of Afghanistan's economic, political, and cultural environment a plus.

### COMPENSATION

To be discussed.

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### **EMPLOYMENT RATE**

Part time (40%). The Executive Secretary shall be assisted by administrative staff.  
Assumption of function as of September 2024.

*Interested parties are invited to submit the application to [info@afghanfund.ch](mailto:info@afghanfund.ch) by July 31, 2024.*