



## VACANCY ANNOUNCEMENT: DIRECTOR GENERAL

### International Institute of Administrative Sciences (IIAS)

Job location: Brussels, Belgium

The International Institute of Administrative Sciences (IIAS), founded in 1930, is a leading global learned society dedicated to advancing the study and practice of public administration. Headquartered in Brussels, IIAS fosters international collaboration among scholars, practitioners, and institutions in the field. Our members and partners include ministries of public administration, schools of government, universities, and international organizations worldwide. Through our activities—organizing high-level conferences and events, producing scholarly publications, and providing quality assurance in public administration education—we contribute to the development of effective, ethical, and innovative governance systems globally.

IIAS has an annual budget of approximately €1.1 million and 7 FTEs and operates as a compact, impactful organization focused on global outreach. It encompasses the International Association of Schools and Administration (IASIA) and the European Group for Public Administration (EGPA), centrally supported by the IIAS Secretariat. Another two regional groups, the Asian Group of Public Administration (AGPA) and the Latin American Group of Public Administration (LAGPA) are independently managed.

We are seeking a visionary and experienced Director General to lead the Institute into its next phase of growth and impact. This is a full-time position based in Brussels, with availability for international travel required. The appointment is for a three-year term, renewable based on performance and mutual agreement. The position will be offered under Belgian employment regulations, providing stability and benefits in line with the Brussels-Region public service.

### Key Responsibilities

- **Strategic Leadership and Implementation:** Support the decision-making bodies (Council of Administration and General Assembly) in shaping and delivering IIAS's core activities, including international conferences, research publications, and accreditation programs in public administration education. Develop and oversee the execution of the annual program and budget to align with strategic priorities.
- **Operational Management:** Lead HR functions, including staff recruitment, development, and performance management for a multicultural team.

Manage procurement processes, financial planning, budgeting, and reporting to ensure fiscal responsibility and transparency.

- **Communication and Marketing:** Develop and implement communication strategies to enhance IIAS's visibility and engagement with global stakeholders. Promote membership growth, partnerships, and fundraising initiatives, particularly targeting ministries, academic institutions, and international donors.
- **Stakeholder Engagement:** Build and maintain relationships with clients and partners, including governments, universities, and international organizations. Address internal dynamics to foster unity and efficiency of the global IIAS organization.
- **Financial Sustainability:** Monitor and mitigate challenges related to revenue streams and expenditures, identifying opportunities for diversification and cost optimization. Ensure proper and transparent implementation of the IIAS financial control framework.
- **International Advocacy:** Represent IIAS at global forums, ensuring the Institute's voice in public administration debates extends globally.

### **Required Qualifications and Experience**

- PhD in public administration, political science, law, management, or a related field.
- Substantial experience in senior leadership roles within international organizations, NGOs, public sector institutions, or academia
- Demonstrated international engagement, including experience working in or with institutions outside Europe, preferably in multicultural and multilingual environments.
- Administrative experience at senior level
- Strong expertise in financial management, budgeting, and resource mobilization
- Proficiency in HR management, procurement, and operational oversight.
- Excellent communication and marketing skills, with experience in digital outreach, event organization, and stakeholder relations.
- Fluency in English and French; knowledge of additional languages is an asset.
- Ability to navigate complex governance structures and resolve tensions in a collaborative manner.
- Digitization expertise.
- Eligibility to work in Belgium.

### **Preferred Skills**

- Familiarity with public administration networks, such as those involving ministries, schools of government, or international bodies like the UN or OECD.
- Experience in scholarly publishing, event management, and/or quality assurance/accreditation processes.

- Strategic mindset with a focus on innovation, sustainability, and global impact.
- Commitment to diversity, equity, and inclusion in an international context.

### **Compensation and Benefits**

The salary range for this position is €100,000–€120,000 gross annually, commensurate with experience and qualifications. Benefits include health insurance and pension contributions.

In addition to competitive salary and benefits, IIAS supports professional growth through conference participation, and access to global networks. We foster a flexible, tech-enabled environment with autonomy in strategic implementation, ideal for mid to high career leaders passionate about advancing public administration worldwide.

### **Application Process**

Applications should be submitted electronically to the IIAS President at [[president@iias-iisa.org](mailto:president@iias-iisa.org)]. Please include:

- A detailed curriculum vitae (resume) highlighting relevant experience.
- A vision statement (3-5 pages) outlining your approach to leading IIAS, addressing key challenges such as financial sustainability, international expansion, and enhancing member engagement.

The deadline for applications is 30 April 2026, before midnight, Brussels time (CET). Shortlisted candidates will be invited for interviews with the Selection Committee and a further presentation before the Council of Administration. IIAS is an equal opportunity employer and encourages applications from diverse backgrounds, including women, underrepresented groups and regions.



## February – March 2026: Preparation & Launch

Date	Activity
24 Feb	Selection committee meets to review the final draft of the vacancy announcement and recommend any adjustments before CA approval.
2 March	CA approves the vacancy announcement; announcement is posted on IIAS website, partner networks, and relevant platforms. Application period opens on March 16 <sup>th</sup> .

## April – May 2026: Application Review & Shortlisting

Date	Activity
30 Apr	<b>Deadline for receipt of applications.</b> All submissions are compiled and acknowledged.
11 May	Selection committee convenes to screen applications against required qualifications and experience.
15 May	<b>Shortlist established</b> (approx. 3–5 candidates). Shortlisted candidates are invited to online interviews; interview dates confirmed.

## May 2026: Interviews & Finalist Selection

Date	Activity
21–22 May	<b>Online interviews</b> conducted with shortlisted candidates. Each interview includes standard and uniform interview questions and a brief presentation on a strategic topic.
22 May	Selection committee evaluates interview performance and selects <b>2 to 3 finalists</b> <sup>1</sup>
25 May	Final candidates are notified and briefed on the next step: preparation of an in-person final presentation before the CA.

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<sup>1</sup> The selection committee can recommend zero or one candidate for the final interviews if there is consensus to do so. For instance, to recommend a single candidate to the CA, there has to be a unanimous decision of the selection committee to eliminate all other candidates.

## June 2026: Final Presentation & Selection

Date	Activity
11 Jun	Final candidates deliver their <b>in-person presentations</b> to the CA during a dedicated session. Presentations are followed by Q&A and deliberation.
12 Jun	<b>CA selects the new Director General</b> ; decision is formally communicated to the selected candidate
15 Jun	Appointment offer extended; contract negotiations begin by the current DG

## Post-Selection: Transition & Onboarding

Date	Activity
Dec 2026	Transition period: knowledge transfer with outgoing DG, preparatory visits, and administrative formalities (relocation, etc.). Transition ceremony between current and new DG
1 Jan 2027	New Director General officially assumes duties.

**Notes:**

- All dates are indicative and may be adjusted based on committee availability and CA scheduling.
- The selection committee maintains flexibility for unforeseen delays (e.g., high volume of applications, scheduling conflicts).
- The process adheres to IIAS equal opportunity principles and ensures confidentiality at every stage.