

EXECUTIVE SECRETARY JOB DESCRIPTION

DESCRIPTION OF THE AFGHAN FUND

The Fund for the Afghan People (the Afghan Fund or Fund) was recently established as a not-for-profit foundation in Geneva, Switzerland to protect, preserve, and—on a targeted basis—disburse \$3.5 billion for the benefit of the Afghan people. The Afghan Fund can also serve as a vehicle to protect and disburse other Afghan central bank foreign reserves currently held in additional countries. These disbursements are intended to help address the acute effects of Afghanistan’s economic crises by supporting Afghanistan’s financial stability. The Afghan Fund will maintain its account with the Bank for International Settlements (BIS). The Board of Trustees of the Afghan Fund will have the ability to authorize targeted disbursements to promote monetary stability and benefit the Afghan people. The Afghan Fund is governed by the Board of Trustees, currently constituted of representatives from the U.S. Treasury, the Swiss government, and two Afghan economic experts.

The Board of Trustees met for its inaugural meeting on November 21 and agreed to hire an Executive Secretary to manage the administrative affairs of the Fund under the guidance and subject to the policy and other decisions of the Board of Trustees.

GENERAL DESCRIPTION OF EXECUTIVE SECRETARY ROLE

The Executive Secretary will operate under the Board’s guidance and decision-making authority, implement policy decisions made by the Board and be a critical member of the Afghan Fund team. As such, the incumbent will be responsible for a broad range of responsibilities under the Board’s guidance, including providing guidance and options to the Board for its decision, carrying out Board decisions, liaising with external and third-party entities on behalf of the Board, and directing the administrative operations of the Fund. He/she should have a strong understanding of the economic, political, and cultural context in Afghanistan and the local business environment. Though the responsibilities may alter over time, they could include:

1. Administration of the Fund and engagement with and support of the Board and Board Advisory Committee(s)

- Manage operations of the Fund, including managing the Fund’s Website.

- Maintain regular communication with Board members, updating them and providing information and guidance regularly on decisions to be taken, interactions, and activities, to include the Fund's investment performance.
- Subject to need and Board guidance and decisions, develop information and communication strategy, investment strategy, and disbursements policy to be approved by Board
- Execute and implement Board of Trustees decisions and instructions.
- Coordinate meetings, events, prepare agendas and materials.
- Take and distribute minutes of the meetings and follow up on any action items, including post meeting press releases.
- Maintain a record of board decisions, ensuring that they are implemented promptly.
- Ensure that the Fund complies with relevant regulations and laws directing The Afghan Fund.
- In line with Board decisions, develop appropriate financial administration to account for the proper use of funds of the back office (incl. legal, insurance and auditor); and commission and implement the recommendations of the external audit.
- Subject to Board decision and guidance, effectuate disbursements of the Fund in coordination with BIS, external compliance firm, and receiving parties.
- Prepare the annual budget and draft annual activity report.
- Conduct outreach and recruitment efforts to advisory committee(s) members under direction of the Board.

2. External Outreach and Engagement

- Under the Board's direction and guidance, liaise with relevant external stakeholders or interested parties (including non-Board member countries and governments, international organizations, and selected cantonal- and federal-Swiss authorities) about the Fund's goals, objectives, activities, and investment performance;
- Serve as a key point of contact for the Fund's external service providers providing key functions (including Swiss legal counsel, insurance broker, auditor, and BIS, external compliance firms).
- Respond to inquiries from the media or the public with accuracy and timeliness.
- Maintain positive relationships with external parties.
- Conduct ongoing formal outreach to international foundations to support ongoing administrative costs of the Fund.
- Set up and maintain account for funding from international foundations.
- Prepare required documentation, in consultation with Swiss counsel, ensuring receipt of funding and ongoing relationship between the foundation and the Afghan Fund.

- Serve as the point of contact for the law firm, insurance company, auditor;
- Implement the recommendations of external audit, prepare the annual budget and annual activity report.
- Plan and oversee efficient use of financial resources within the framework of commitments approved by the board.
- Effectuate disbursements of the Fund in coordination with BIS, external compliance firm, and receiving parties; and
- Any other additional related duties as assigned by the Board of Trustees.

QUALIFICATIONS

- Several years of experience in an administrative or management role, preferably in a multilateral or bilateral setting, including but not limited to bilateral and/or multilateral cooperation and/or economic development and/or international finance and/or the financial industry.
- Knowledge of Afghanistan’s economic, political, and cultural environment a plus.
- Understanding of the local business environment in Afghanistan a plus.
- Proven leadership experience and implementation skills, preferably in development contexts.
- Experience in fund raising and grant writing a plus.
- Strong organizational and time management skills.
- 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.
- University degree or comparable education, master’s degree preferred.
- Proficiency with computer programs and systems, such as Microsoft Office.
- Ability to travel periodically to Geneva, where the Fund is based.

LANGUAGE SKILLS

Excellent command of and fluency in English required. Knowledge of Dari, Pashto, French, or German is a plus.

COMPENSATION

To be determined and dependent on skills and expertise.