

Job Advertisement

Governance Officer ENG-SPA 60-80%

Location: Switzerland

Start date: 1 August 2024

Duration: one-year fixed term contract, possibly leading to indefinite contract

Founded in 1899, the **International Council of Nurses** is the widest reaching healthcare organization in the world. A federation of nurses' associations based in Geneva, ICN is a non-for-profit, nongovernmental organization representing over 28 million nurses in more than 130 countries. Operated by nurses for nurses, ICN works to ensure quality nursing care for all through sound health policies globally, the advancement of nursing knowledge, the presence worldwide of a respected nursing profession and a competent and satisfied nursing workforce.

The International Council of Nurses (ICN) is seeking a passionate and dedicated individual to join our team as a **Governance Officer**. In this role, you will play a pivotal role in ensuring that our organization operates in compliance with legal and regulatory requirements, internal policies and industry standards. You will work closely with the Senior Governance Officer, management, board members and cross-functional teams to implement and monitor governance frameworks, policies and procedures.

Responsibilities

- Efficient and effective preparation of governance meetings to facilitate productive decision-making processes.
- Prepare comprehensive meeting agendas for all governing bodies, ensuring the inclusion of items requiring consideration.
- Attend and prepare minutes for all governing bodies meetings within specified deadlines.
- Coordinate logistics and planning for CNR meetings in collaboration with the events team to ensure smooth execution.
- Screen the relevance and alignment of governance policies with decisions made by governance bodies, ensuring consistency and compliance.
- Contribute to the development of the Board Manual of Procedures and assist in the preparation of materials for Board orientation sessions.
- Proofread board and CNR documents translated from English to Spanish.
- Assist in the preparation and dissemination of board meeting agendas, minutes and supplementary materials.

- Collaborate with the Communications team to ensure governance website pages are regularly updated.
- Maintain meticulous records and documentation related to governance activities, including board meetings, committee meetings and compliance reports to ensure transparency and accountability.
- Stay abreast of developments in relevant governance best practices, laws and regulations, and make recommendations for continuous improvement to promote adherence and compliance.

Requirements

- Minimum Bachelor's degree in law mandatory
- Native-level English, with fluency in Spanish. French desirable.
- Proven experience in planning and running board meetings
- Exposure to assembly/conference logistics desirable
- Proven ability to write minutes and reports
- Experience in information retrieval, research and analysis
- Excellent analytical skills with the ability to assess complex issues, identify root causes and develop practical solutions
- Exceptional communication and interpersonal skills, with the ability to effectively collaborate with internal and external stakeholders at all levels
- Detail-oriented with a high level of accuracy in record-keeping and documentation
- Ability to work independently, prioritize tasks and manage multiple projects simultaneously in a fast-paced environment
- Proficiency in Microsoft Office suite and other relevant software applications
- Commitment to upholding ethical standards, integrity and confidentiality in all aspects of work
- Eligible to work in Switzerland

Application Process

If you are passionate about promoting transparency, accountability and ethical conduct and possess the qualifications outlined above, we would love to hear from you. **Please submit your CV, cover letter and certificates by 30 June 2024** to recruitment@icn.ch.

ICN is committed to diversity and inclusion and encourages individuals from all backgrounds to apply.

Join us in our mission to support and strengthen nursing worldwide. Together, we can make a difference!