



ICP NOTICE OF INTENT

Notice is hereby given that the ICP Executive will commence its search for a new executive secretary in 2022 to officially commence his/her duties on the 1st of January 2023.

Requirements according to the constitution

By-Law 27 of the Constitution states the following regarding Executive Assistance

The Executive Committee will advertise and appoint a person with skills in communication, research and political and legal advice for the position to be named the Executive Secretary. The term of the Officer will be decided by the Executive Committee and ratified by the Council.

Duties of Executive Secretary (ex Officio member)

The Executive Secretary will:

- a) Provide administrative support to the President and Executive Committee
- b) Manage and retain all documentations, protecting ICP's confidential information, in a safe and secure environment.
- c) Manage communication and information on behalf of the Confederation
- d) Make all travel arrangements for Executive Committee.
- e) Execute financial and legal documents on behalf of the Confederation.
- f) Schedule meetings and events, including the preparation of all meeting agendas, in consultation with the President.
- g) Maintain a Register of Members
- h) Keep minutes of the resolutions and proceedings of each general meeting, and each Executive meeting, together with a record of the names of persons present at committee meetings.
- i) Collect and receive all monies due to ICP and make all payments authorised by the Confederation
- J) Web management

Process

An advertisement will be sent to members on the 15th of February 2022. The closing date for applications would be 15 March 2022 and the ICP executive will make an appointment by the end of April 2022.

The successful candidate will then be required to work alongside the current executive secretary during the second half of the year (August – December 2022).