



**WORLD FEDERATION OF ENGINEERING ORGANIZATIONS**  
**FÉDÉRATION MONDIALE DES ORGANISATIONS D'INGÉNIEURS**

Position Title:	WFEO/FMOI Executive Director
Hiring Organization:	World Federation of Engineering Organizations Fédération Mondiale des Organisations d'Ingénieurs
Reports To:	President, WFEO, and Executive Board
Location of WFEO Secretariat:	1 Rue Miollis, 75015 Paris
Remuneration	TBA
Contract Type	Contrat à durée indéterminée (CDI) French labor laws

*About the World Federation of Engineering Organizations (WFEO):*

The WFEO is an international nongovernment organization whose members are the professional engineering institutions of the world. It has more than 100 national and international institutions as its members, from every continent, representing more than 30 million individual engineers.

Our vision is to advocate for the key role of engineering and engineers for the development of society and presently in advancing the UN Sustainable Development Goals (SDGs). To that effect the WFEO develops its action through 11 Committees in areas contributing to the SDGs.

WFEO is an NGO in official relations (affiliate status) with UNESCO and represents engineering at the UN, UNESCO and other UN bodies. It engages with UNESCO at the highest levels, including the Director General, the Assistant Director General, Natural Sciences Sector, and the Ambassadors and staff of UNESCO member states.

*The Role of the WFEO Executive Director:*

This is a key leadership position with global visibility that supports the President, Executive Board, and Executive Council to enable the organization to meet its vision and purpose and implement the decisions of the governing bodies on a day-to-day basis.

The Executive Director will be a highly credible, global leader with both technical and commercial acumen to grow the reach and impact of WFEO. He/she will be visionary, able to work globally with industry, universities, and other organizations of all sizes and sectors, while remaining committed to the vision and mission of WFEO.

**INTERNATIONAL ENGINEERING LEADERSHIP FOR SUSTAINABLE DEVELOPMENT**

FMOI/WFEO: Maison de l'UNESCO 1, rue Miollis 75015 Paris, France  
Tél: +33 (0)1 45 68 48 46 Fax: +33 (0)1 45 68 48 65 email: [executivedirector@wfeo.org](mailto:executivedirector@wfeo.org)  
Web site: [www.wfeo.org](http://www.wfeo.org)

## **Key Responsibilities:**

### **Strategic Leadership and Vision**

- Working closely with the President, Treasurer and other members of the WFEO Executive Board to develop, agree and implement a strategy for the organisation to increase its global visibility and long-term sustainability
- Deliver the strategy to achieve a change in WFEO's reach and impact, around the world while being operationally and financially sustainable
- Position WFEO as a thought leader and key global engineering resource for sustainable development, leveraging the work of WFEO committees and working groups and relationships at the UN and its agencies
- Establish clear performance metrics and evaluation systems to measure the impact and effectiveness of WFEO programs and initiatives
- Leading change management processes to ensure organisational adaptability and resilience.

### **Operational Excellence**

- Manage day-to-day office operations of the WFEO Secretariat located in UNESCO facilities in Paris
- Ensure effective operations of the organization, for the hiring and retention of competent, qualified staff
- Sign/execute contractual agreements on behalf of the organization
- Plan and implement events, including supplier management, facility booking and equipment
- Organise two annual events: World Engineering Day and the annual Executive Council/General Assembly (every two years for the GA)
- Support the Executive Board meetings (4-6 times per year, usually virtually)
- Provide administrative support to the WFEO Standing Technical Committees, Policy Implementation Committees, and Working Groups
- Develop and implement a comprehensive risk management framework to identify, assess and mitigate organisational risk
- Develop emergency response and business continuity plans for the organizations
- Establish knowledge management systems to capture and share best practices across the organization.

### **Financial Stewardship**

- Develop resources sufficient to ensure the financial health of the organization
- Optimise resource utilization and maintain a positive financial position, staying in line with the approved budget.
- Oversee budget preparation, analysis, and financial decision-making
- Develop new sources of revenues and ensuring operations are financially sustainable
- Drive fundraising initiatives and manage relationships with sponsors.

### **Team Leadership and Development**

- Working collaboratively with the management team and the staff, ensuring a positive team spirit and working culture
- Lead and mentor the Secretariat team, ensuring appropriate professional development opportunities for staff
- Manage performance evaluation processes for all team members.

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## **External Relations and Stakeholder Engagement**

- Engage with the UN and UNESCO and other agencies including UNEP, UNDP, UNIDO, UNDRR, UNFCCC and others, to maximise the visibility and impact of the work of WFEO committees and working groups
- Coordinate with the President on representation at key international meetings
- Manage relationships with sponsors to secure financial support for WFEO projects
- Implement membership expansion strategies as approved by the Executive Board.

## **Communications Management**

- Oversee the organization's newsletter, website, and digital presence
- Implement communication strategies for WFEO members and internal stakeholders
- Manage the development of promotional materials and publications
- Ensure consistent branding and messaging across all WFEO communications
- Coordinate the documentation and dissemination of WFEO project outcomes and impacts.

## **Capacity Building and Sustainable Development**

- Ensure that WFEO serves society by using its knowledge and resources to build capacity in engineering around the world especially in Africa, Asia and Latin America
- Monitor and evaluate the impact of WFEO initiatives to demonstrate value to members and stakeholders
- Support the implementation of the UN Sustainable Development Goals through WFEO programs and initiatives
- Facilitate knowledge transfer and best practice sharing among WFEO members.

## **Governance and Compliance**

- Support the governance processes of the organization
- Ensure compliance with relevant French and international regulations
- Oversee the organization of elections to the organizations governing bodies
- Maintain appropriate documentation and record-keeping for organizational decisions
- Building and maintaining strategic cross-sector partnerships with government, private sector, academia and civil society organizations.

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## Qualifications and Skills:

### Essential

- hold an engineering degree or be experienced in working with scientific professionals
- At least ten years of senior management experience, including in similar organizations or international contexts
- Demonstrated ability to oversee, motivate and collaborate with staff in a multicultural environment
- Proven leadership skills with high integrity and transparency
- Sound organizational skills including planning, delegating, program development and task facilitation
- Solid financial management skills and experience, including budget preparation, analysis, decision-making and reporting
- Proven fundraising capabilities and relationship-building with sponsors
- Excellent social and intercultural communication skills
- Strong public speaking ability in international settings
- Fluency in spoken and written French and English (level C1)
- Experience developing and managing strategic partnerships across multiple sectors (government, private industry, academia, civil society) to advance organisational objectives.

### Desirable

- Experience in international non-governmental organizations or UN-related bodies
- Knowledge of additional languages (Spanish, Chinese, Arabic)
- Experience in sustainable development initiatives
- Understanding of NGO's engineering challenges in developing nations
- Experience in digital transformation and technology management
- Record of successful change management.

## Competencies and Personal Qualities

- Strategic thinking and visionary leadership
- Cross-cultural sensitivity and global mindset
- Diplomatic skills and political acumen
- Resilience and adaptability in changing environments
- Results-oriented approach with attention to detail
- Ability to build consensus among diverse stakeholders
- Ethical decision-making and professional integrity
- Innovative problem-solving capabilities.

## Working Conditions

International Scope: WFEO is an international membership organisation, and activities often take place outside of normal working hours. The Executive Director will be required to organize, attend and participate in such activities, mostly virtual, and associated travel, where needed. Additionally, the Executive Director will be required to liaise with colleagues located in different time zones on an ad hoc basis to meet the needs of the organisation.

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## **Travel Requirements**

International travel is required at least twice a year for formal meetings and events, with additional travel as needed for representation and stakeholder engagement.

## **Work Environment**

The role is based at the organization's head office in Paris, France, in an attractive geographical and institutional setting (UNESCO headquarters)

## **Health and Safety**

The position involves standard office-based work with computer use. The organization follows French regulations regarding workplace health and safety, including ergonomic standards.

## **Work Permit**

The candidate is responsible for ensuring that they have a permit to work in France.

## **Equal Opportunities Statement**

WFEA is an equal opportunity employer committed to diversity, inclusion, and a sustainable future. We foster a culture where individuals from all backgrounds are welcomed and empowered to make a positive impact. WFEA does not discriminate on the basis of race, colour, religion, gender, sexual orientation, national origin, race, age, disability, or any other protected characteristic under French law.

## **Application Process**

- Full resume/CV
- Cover letter addressing key selection criteria
- Salary expectations
- Contact details of two professional references
- All documents should be submitted as one PDF file in English
- Any special requests regarding working conditions should be specified

## **How to Apply**

Applications shall be addressed to [careers@wfeo.org](mailto:careers@wfeo.org) and sent by email no later than April 25, 2025.

## **Selection Process**

1. Initial application review
2. Shortlisted candidates will be asked to provide a 3-minute video presentation addressing key questions provided in advance
3. First-round interviews via video call
4. Second-round interviews via video call
5. Final in-person interviews for shortlisted candidates
6. Decision and offer

Only shortlisted applicants will be contacted. Background checks may be done on shortlisted candidates. Reference from current or past employers will only be contacted in consultation with candidates.

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