



ASSOCIATION
INTERNATIONALE DES TUNNELS
ET DE L'ESPACE SOUTERRAIN

AITES

ITA

INTERNATIONAL TUNNELLING
AND UNDERGROUND SPACE
ASSOCIATION

Special Consultative Status with the United Nations Economic and Social Council since 1987

Geneva, 22 December 2022

ITA-AITES seeks new Executive Director

ITA-AITES the International Tunnelling and Underground Space Association (further ITA, Association, organisation), is seeking candidates for the position of Executive Director as part of ITA's succession planning, starting ideally on or about 1st May 2023.

The position is anticipated to be full-time. Candidates are requested to submit their expression of interest for the position including curriculum vitae (CV), letter of interest, references, and a summary statement outlining his/her qualifications and suitability for the role. The application package shall be submitted to Hangseok Choi at hchoi2@korea.ac.kr by **January 25th, 2023**.

ITA is a non-profit and non-governmental organisation and a federation of 78 Member Nations with more than 250 Affiliate Members encompassing about 20.000 experts around the world. ITA is the global voice of professionals and the industry for the civil use of the underground. More information about the structure and administration of the ITA can be found at <https://www.ita-aites.org>

The Executive Director will lead the ITA Secretariat, the operative body of the organisation, located in Geneva, Switzerland. The Executive Director will be responsible for ensuring the activities of the ITA are executed, and for making recommendations to the Executive Council about future activities and strategies.

The Executive Director interacts closely with the ITA President and Executive Council and is ultimately accountable to the ITA President. The Association is bilingual and registered in Geneva. ITA Secretariate staff and administration are proficient in both languages, French and English, and there is therefore no strict requirement that the applicant be proficient in French. Meetings are conducted in English.

The ITA seeks an inspired and well-organised leader to execute among others the work tasks as listed below:

- Engage with Executive Council and Secretariate staff to ensure that the organisations mission is fulfilled through programs, strategic planning, and industry outreach.
- Manage and further develop the Secretariat and the ITA organisation financially and operationally in all its aspects.
- Report regularly the activities of the organisation to the Executive Council and yearly to the General Assembly.
- Prepare the promotion actions of the organisation for the full scope of its activities.
- Follow-up, liaise, and supervise the host nations of the Annual World Tunnel Congress to ensure continuity, progress, quality, and content of the conferences and their compliance with the bylaws and statutes of the ITA for World Tunnel Congress delivery.
- Follow-up, renew, refresh, and seek new contacts with and methods to engage with the general public, sister organisations, press, other non-governmental organisations (United

Nations, PIARC, EU etc.) using such methods, forum, media, social media and information technology platforms as deemed appropriate from time -to - time.

- Oversee, support, and report on the quality and sufficiency of technical outputs from all parts of the organisation.
- Monitor, promote, and report to the Executive Council on the good conduct of all parts of the organisation, while promoting behaviours consistent with ITA's mission, branding and values;
- By agreement with Executive Council, participate in conferences on behalf of ITA presenting the organisation and its work.
- Follow-up, liaise, report, and make harmonious the activities of the Members, Working Groups, ITA Young Members and Committees.
- Arrange and promote meetings, seminars, training sessions and conferences in the name of the ITA organisation in cooperation with other interested parties such as Members, Prime Sponsors, Sister Organisations, etc.
- Arrange and oversee regular ITA events such as the International Tunnelling Awards;
- Engage with the Association's financial advisers and regularly report to Executive Council on the financial health of the organisation.

In addition to fulfilling the descriptions above the candidates should have:

- a tertiary qualification in a relevant field.
- sound leadership, communications, organisational and business skills.
- marketing, publication, and events experience.
- sound Public Relations experience.
- no aversion to international travel.
- an apolitical and areligious approach to delivering professional services.
- no known unusual restrictions on ability to travel internationally or to obtain foreign visas.
- an international travel vaccination history.
- experience in working with non-profit organizations.
- an understanding of the tunnelling industry.

Remuneration: Commensurate to profile and experience.

Please contact by phone or email Hangseok Choi at +82 10 46609943 (Korea); hchoi2@korea.ac.kr with any question.