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## Parliamentarians for Global Action

Position: Assistant Secretary-General, Parliamentarians for Global Action  
Duty Station: PGA Headquarters, United Nations, New York, USA

Parliamentarians for Global Action [PGA] is a non-profit, non-partisan organization of elected legislators from over 100 countries affiliated with the United Nations, that leverages parliamentary processes to promote peace, international law, sustainable development and reproductive health. Founded in Washington D.C. in 1978 with a focus on nuclear non-proliferation, relocated to the United Nations in 1980, PGA has successfully negotiated international treaties, from the Comprehensive Test Ban Treaty and the Nuclear Non-Proliferation Treaty to the Rome Treaty establishing the International Criminal Court; built international consensus for progressive national legislation on reproductive health, women's rights and environmental standards; mediated in conflict zones from Azerbaijan to Cote d'Ivoire. PGA's members include chairs of foreign affairs, defence, health and finance committees; its alumni – ministers, heads of government and state.

The Assistant Secretary-General is the Director of Development of PGA and reports to the Secretary-General. The Assistant Secretary-General works with the Secretary-General in setting global strategy and developing PGA programmatic strategic plan. In particular this includes themes/topics of focus; development of fund-raising strategy including funding from governments, private-sector foundations from the OECD countries. The Assistant Secretary-General is a senior representative of PGA to governments and regional funding agencies such as the European Commission.

The Assistant Secretary-General manages a staff of 5 at PGA's Secretariat in New York and its Stichting in The Hague, including oversight of fundraising, program development, grants and contracts administration.

The ideal candidate would have more than 10 years experience in international organizations with a proven track record in fundraising, grants administration and program development. The candidate should have a graduate degree in one of the following – international relations, international law, international health policy. Excellent written communications skills in English are required. Fluency in French and/or Spanish is a plus.

PGA encourages applications from women and does not discriminate on the basis of gender, nationality, ethnicity, religion or sexual orientation.

Interested candidates should send their cv, by February 28, 2011, three references and a cover letter to [hr@pgaction.org](mailto:hr@pgaction.org)