

World Institute for Nuclear Security

Appointment of Executive Director: Vacancy Notice

4 June 2020

Location: Vienna, Austria

Salary: By negotiation but of the order of 150k euro/annum (net of taxation)

Contract: 3 years, extendable by mutual agreement

The Board of Directors is seeking applications for the position of Executive Director to succeed Dr Roger Howsley who is retiring from the position at the end of August 2020 after co-founding the organisation in 2008 and serving as its Executive Director for 12 years. The Board is looking to confirm the appointment as soon as possible with the expectation that the successful candidate will commence work in Vienna, Austria, in the autumn of 2020.

The appointment is for an initial period of 3 years and is subject to Austrian Employment Law and Residency requirements. Applicants should provide their CV and letter of application addressed to William Tobey, Chair of the WINS Board, at EDvacancy@wins.org. Shortlisted applicants will be notified and arrangements made for interview. The closing date for applications is Friday, 3 July 2020.

Required Attributes and Competences of the Executive Director

This Executive position requires extensive international experience in security management or regulation in the nuclear or a closely related sector. The Executive Director must be able to represent the organisation at a senior level within the diplomatic, governmental, regulatory and industrial communities and successfully promote the objectives of the organisation, including fundraising. Establishing credibility with the industry and other stakeholders as an international authority on security management is essential. The Executive Director must also have the necessary management experience to manage all aspects of the organisation, including finance, HR, programme and quality management, as well as building strategic partnerships with relevant organisations to promote nuclear security as an inclusive and integrated part of risk management. The Executive Director should believe in and promote performance-based security programmes and regulation, the demonstrable competence of staff with responsibilities for security, and the need to integrate safety and security to the required extent. Because WINS promotes best practices, it is essential that the Executive Director has an “outside-in” attitude to quality management and business controls, including audit and customer service, and is able to demonstrate best practices within WINS through independent assessment. The Executive Director must also ensure that the organisation and all of its programmes support gender equality and diversity; WINS is an international gender champion. Fluency in spoken and written English is essential.

Background Information on WINS

The following provides other relevant information associated with the position. Requests for any further information should be directed to Mr Tobey at the email address above.

1. WINS – Legal Constitution

WINS was established in 2008 with financial contributions from Governments and the Non-Governmental Organisation community. WINS was initially registered as an Association, but since September 2010 WINS has been granted the legal status of a Non-Governmental International Organisation by the Federal Ministry for European and International Affairs of the Republic of Austria and granted non-profit status by Decree of the Austrian Federal Ministry of Finance.

2. WINS – Objectives and Dimensions

WINS employs approximately 15 staff based in Vienna, Austria. The gender balance is 65% women and the staff originate from 10 different countries. The annual budget is approximately 3 million–3.5 million euros and has been intentionally held at this level. Funding is provided on a voluntary basis by governments, philanthropic organisations and industry. WINS is certified to ISO 9001:2015 and ISO29990:2010.

WINS objectives are pursued through the following activities:

- Improving the effectiveness and efficiency of security arrangements and management of the security enterprise for nuclear facilities and organisations with other radioactive materials and operations worldwide, in particular through the sharing and promotion of good practices amongst security professionals;
- Serving as an international forum for the exchange of views regarding the foregoing matters and seeking new ways of promoting professional standards for the security of nuclear and other radioactive materials and facilities;
- Conducting research and development on security systems with the objective of finding more effective and efficient technical and managerial arrangements;
- Supporting and participating, as a non-governmental organisation, in the work of appropriate governmental, inter-governmental and non-governmental bodies, particularly with regard to actions that have implications for nuclear security;
- Promoting the training and development of personnel with responsibilities for nuclear security by establishing scholarships, developing certified training programmes, and engaging in other education-related activities.

Annual Reports are published every year on the WINS website and provide a useful source of information.

3. Overall Duties of the Executive Director

The Executive Director has full executive authority, including:

- The appointment, dismissal and management of staff.
- All aspects of the operational programme, including quality and financial controls, i.e. the day-to-day management of the Organisation.
- Establishment of a formal statement of accounts and for providing sufficient information for the Board to discharge its oversight and assurance responsibilities, including quarterly financial reports, the Annual Financial Statement and the Auditor's annual report.
- The power to represent the Organisation and bind the Organisation contractually.
- Management of all statements made to and relations with the media.

4. Relationship with the Board

The Board of Directors provides strategic guidance to the organisation and is accountable for oversight and assurance but has no executive or financial authority/obligations.

The Board produces an annual governance assurance report on the activities of WINS to afford stakeholder and public confidence, and it appoints an independent financial auditor to conduct an independent audit of the organisation's finances and control systems on an annual basis. The Board reviews the quarterly financial accounts, the Auditor's annual report and other relevant management reports to exercise and demonstrate adequate governance over the organisation, its financial assets and liabilities.

Each member of the Board of Directors has the power to represent the Organisation in relation to third parties to advance support for the WINS mission, but no member of the Board may contractually or financially obligate WINS. The Board has a minimum of three members and a maximum of nine, including the Chair of the Board. Senior professionals with an extensive background in areas associated with the work of WINS are appointed as Directors of the Board. The current Board members are listed on the WINS website.

Board meetings are held at least three times a year. Decisions reserved for a majority vote of the full Board include:

- The appointment and dismissal of the Chair of the Board and other Board Members.
- The appointment and dismissal of the Executive Director: The Chair of the Board, on behalf of the Board of Directors and subject to their majority approval, appoints the Executive Director and has the power to dismiss him or her in accordance with the provisions of the Executive Director's Employment Contract.

- Amendments to the Governing Statute
- The voluntary dissolution of WINS

5. Further Information

The WINS website, www.wins.org, provides extensive details on the WINS programme and its publications, information on the WINS Academy, and [Frequently Asked Questions](#). Some information is available to members only; if you need access to the members area please send an email to EDvacancy@wins.org.