



Job Title: FIDIC Contracts and Digital Executive
Report: FIDIC General Counsel/Manager for Legal and Contract Services
Grade: Grade 4
Salary: Competitive remuneration package
Location: Geneva, Switzerland and/or in Europe

1.0 Background

FIDIC is the umbrella body representing the business interests of the global consulting engineering industry. Its membership consists of nearly 100-member association (MA) countries that represent 4 million professionally qualified engineering and consultancy professionals.

FIDIC was formed in 1913 and is governed by an elected board of directors, with its operations undertaken by a team based at FIDIC's headquarters in Geneva, Switzerland, under the leadership of the FIDIC Chief Executive Officer.

FIDIC operates through five geographical regions namely: Europe (EFCA), FIDIC Africa, Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) groups. Full details of the FIDIC governance structure and activities are available at www.fidic.org.

FIDIC owns and publishes business practice documents and international standard forms of contracts for works and for clients, consultants, sub-consultants, joint ventures, and representatives, together with related materials such as standard pre-qualification forms. FIDIC also provides adjudicator appointment services as part of its contract services activities.

2.0 Summary of role:

Working within FIDIC's contract services team, the Contracts and Digital Executive will be actively involved in:

- 1) **Content Creation**– produce content, writings, reports and marketing material to support FIDIC contract services activities.
- 2) **Thought Leadership** – contribute to the development and execution of contracts related conferences, seminars, webinars, roundtables, forums, including FIDICs Contact Users Conferences and other events.
- 3) **Customer Services** – provide customer service support for clients purchasing FIDIC contracts, licenses, adjudicator appointment process and maintaining the FIDIC contracts hotline. The successful candidate will work within a growing team to be responsible for development and delivery of wider contract related services to FIDIC to include members, firms, legal profession, clients, contractors, multilateral development banks.
- 4) **Membership & stakeholder engagement** – attend meetings to assist in translating discussion points into content for websites, reports and other documents for member and wider stakeholders' benefits.
- 5) **Digitalization** – support and contribute into digital developments of the FIDIC contracts services, building platforms, websites, creating flow charts and other digital material.



- 6) **Compliance** – support corporate compliance activities related to the General Annual Meetings, Board meetings and other similar activities for FIDIC and subsidiary companies.

3.0 Location and working requirements

This is a full-time and permanent role where location is flexible, and home working is supported. The candidate should ideally be within Europe to keep a greater degree of time zone consistency (CET +1) with FIDIC's headquarters based in Geneva, Switzerland. Occasional travel and work as part of the wider FIDIC Group may be required.

4.0 Role responsibilities

The Contracts and Digital Executive will:

- Report to and support FIDIC's General Counsel on all contracts services delivery, legal, and compliance activities.
- Be responsible for creating content and updating the legal pages on the various FIDIC websites.
- Be responsible for creating content for marketing material for FIDIC legal events, contracts services, compliance, and related activities.
- Be responsible for digital developments of contract webinars, seminars, workshops, conferences, roundtables, and other events.
- Be responsible for handling FIDIC contracts enquiries, providing customer service support for clients purchasing FIDIC contracts, licenses, adjudicator appointment process and other ADR services and maintaining the FIDIC contracts hotline.
- Support the activities of FIDIC bookshop including FIDIC Publications management and sales, licensing.
- Work as part of Contract Users Conference Programme team.
- Support development of event programme content for FIDIC contract events including the Contract Users' Conferences.
- Be responsible for undertaking research analysis where required to support the activities of the FIDIC Contract Services team.
- Support the activities of FIDIC committees such as the Contracts, Risk Liability Committees, global industry bodies, and International Financial Institutions as may be requested from time to time to assist in drafting briefs, reports and the development of best practice materials working with colleagues in Policy, Federation and Communications teams.
- Support the team in the development of material required to aid the delivery of the legal and contracts input into the Global Infrastructure Conference, Global Leadership Summit, State of the World Series and other FIDIC (and subsidiary company) events.
- Support the team in the development of material and content for the contract users groups, guidance, and practice notes.
- Support the preparation of materials required for corporate compliance related to the General Annual Meetings, Board meetings and other similar activities.
- Undertake project management which may include working with external parties / consultants.
- Support the delivery of FIDIC's strategic objectives and the development of operational enhancement activities for FIDIC members.



5.0 Competencies and person specification

The successful candidate will be expected to demonstrate experience in the following competencies:

- A relevant first degree or relevant professional qualification.
- At least 3 years' content marketing experience within a law firm or similar.
- Experience in website content creation, editing, management and sound working knowledge of website content software such as WordPress.
- Demonstrable hands-on experience with SEO/SEM, Google Analytics and CRM software.
- Digitally savvy with experience of different digital marketing platforms and working knowledge of social media platforms such as Twitter, LinkedIn, Facebook.
- Excellent IT skills, including advanced knowledge of Microsoft Office suite, project management, client relationship management database, and digital event delivery platforms and tools such as Zoom.
- Willingness to learn the backend support to customers for FIDIC publications including FileOpen.
- Exceptional communication skills, including strong verbal and written English.
- Excellent attention to detail and accuracy in content writing and production of reports.
- Experience of writing up and presenting research findings in a variety of written and verbal styles and to diverse stakeholders.
- Demonstrable sound time management and project management skills with ability to plan and prioritize workload to deliver tasks and meet competing deadlines.
- Strong organisational and administrative skills with ability to work alone on own initiative and as part of the team.
- Experience of working with a diverse, global audience would be beneficial.
- Ability to work to tight deadlines, prioritise workload and manage multiple tasks.
- Good interpersonal skills with ability to build external relationships including at senior level.
- Adaptable and flexible with a willingness to travel when required.

7.0 How to Apply

- This role offers a great opportunity for a dynamic and enthusiastic individual with great digital and writing expertise to work within a global organisation that engages with members and stakeholders across geographical locations.
- Interested candidates should apply to FIDIC Chief Executive Officer, with a two-page cover letter and CV, setting out how their capabilities match the skills and experience required, to be sent to FIDIC Office Manager, Ulrike Schiefer uschiefer@fidic.org by the closing date of **Friday, 30 September 2022**.