



ASSOCIATION  
INTERNATIONALE DES TUNNELS  
ET DE L'ESPACE SOUTERRAIN

**AITES**

**ITA**

INTERNATIONAL TUNNELLING  
AND UNDERGROUND SPACE  
ASSOCIATION

# ITA Executive Director Job Description



**Document:** ITA Executive Director - Job Description

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ITA-AITES - MIE 2 | Chemin de Balxert 9 | 1219 Chatelaine | Switzerland

Tel. +41 22 547 74 41 - E-mail: [secretariat@ita-aites.org](mailto:secretariat@ita-aites.org) - [www.ita-aites.org](http://www.ita-aites.org)

CHE-109.995.187 TVA/VAT

## ITA Executive Director - Job Description

The successful candidate will be a strategic thinker with a proven track record of success in association leadership.

**About the Role:** *The Executive Director is responsible for the overall leadership and strategic implementation of the ITA vision. This includes:*

### 1. ITA Operations

**Operational Excellence:** *Oversee the day-to-day operations of the ITA Secretariat, including financial management, budgeting, human resources, and IT infrastructure.*

- 1.1. Create a structure, environment and culture for the ITA operations that focuses on fulfilling the ITA's mission, vision, and values.
- 1.2. Look for methods to improve quality, efficiency, productivity, cost reductions and/or improve control measures within the organization.
- 1.3. Work with and communicate with the ITA Executive Council (ExCo) relating to all ExCo activities and responsibilities.
- 1.4. Participate in all ExCo meetings and prepare the Agenda and Minutes of Meetings in a timely manner.
- 1.5. To be the point of contact with Prime Sponsors and Supporters maintaining a positive working relationship and searching for new partners.
- 1.6. Ensure compliance with the ITA By-Laws and Statutes by the ITA family and make suggestions from time to time on the improvement of the By-Laws and Statutes of ITA.
- 1.7. Report regularly on the activities of ITA to the Executive Council and yearly to the General Assembly.
- 1.8. Oversee, support, and report on the quality and sufficiency of technical outputs from all parts of ITA including coordination with the ITA Technical Editor(s).
- 1.9. Provide timely, accurate and complete reports on the operating condition of the ITA.

### 2. ITA Secretariat

**Financial Management:** *Ensure the financial stability of the Association and lead a plan for growth.*

- 2.1. Guide the ITA Secretariat to ensure delivery against key business metrics
- 2.2. Manage the ITA Secretariat and Organization, financially and operationally in all its aspects and in accordance with the By-Laws and Statutes of ITA.
- 2.3. Lead the ITA Secretariat staff to ensure that the ITA mission is fulfilled through programs and strategic planning.

- 2.4. Manage, populate, refresh, control and develop such electronic data to organize, promote and support the ITA.
- 2.5. Develop and maintain contemporary digital mediums such as websites, online databases, virtual training platforms, social media, etc.
- 2.6. Engage with ITA Treasurer and appointed financial auditor(s) and regularly report to Executive Council on the financial health of ITA.
- 2.7. Support the ITA Treasurer relating to all financial matters and the preparation of an annual draft budget to be approved by ExCo and General Assembly.
- 2.8. Manage the approved annual budget.
- 2.9. Foster a close, constructive, and cooperative relationship with the ITA branded Committees including ITACET Foundation.
- 2.10. Provide recommendations on improvements to Secretariat.

### **3. ITA Activities and Member Nations**

***Membership Engagement:*** Foster strong relationships with Member Nations, companies, and individuals, ensuring their voices are heard and their needs are met.

- 3.1. Coordinate membership issues and activities pertaining to Member Nations and other membership and provide regular quarterly briefings to Executive Council and suggest appropriate actions.
- 3.2. Prepare promotion actions of ITA for the full scope of its activities.
- 3.3. With the agreement of the President, represent the ITA at conferences, with Member Nations, Prime Sponsors, Supporters, and business partners.
- 3.4. 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 By- Laws and Statutes of ITA for the World Tunnel Congress delivery.
- 3.5. Follow-up, renew, refresh, and seek new contacts with and methods to engage with the ITA Committees, sister organizations, and the public.
- 3.6. Follow-up, liaise, report, and make harmonious the activities of the Members, Working Groups, ITA Young Members, Committees, and the ITACET Foundation.
- 3.7. Arrange and promote meetings, seminars, training sessions and conferences in the name of ITA in cooperation with other interested parties such as Members, Prime Sponsors, Sister Organizations, etc.
- 3.8. Organize and manage the annual ITA Tunnelling Awards.
- 3.9. Monitor and where appropriate support ITA branded activities such as external (non-ITA related) funding to ensure it is well performing as an ITA branded instrument for the financial support and delivery of education and training outcomes.

#### 4. Personal Attributes

**Strategic Leadership:** *Develop and implement a long-term vision and strategic plan for the ITA, ensuring alignment with the needs of the membership and the broader tunnelling industry.*

- 4.1. Lead and develop a team across multiple locations and over various functions and attract, recruit, and retain required members of the ITA team not currently in place.
- 4.2. Demonstrate a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.
- 4.3. Work autonomously while ensuring ExCo expectations are readily met and exceeded.
- 4.4. Serve as the ITA's spokesperson, effectively communicating the Association's mission, activities, and achievements to an international audience.

#### Qualifications / Skills:

- i. Corporate management
- ii. Financial planning and strategy
- iii. Strategic planning and vision
- iv. Promotion of process improvement
- v. Forecasting
- vi. Marketing and business development
- vii. Preparing presentations and public speaking
- viii. Fluent in English, other languages an asset

**Education:** Preferably professional degree in **business administration, economics, or engineering**

**Reports to:** ITA President and Executive Committee

**Employment:** Full time

**Remuneration:** Fixed and variable components  
(depending on qualifications)