



CALL FOR APPLICATIONS FOR NEW SECRETARY-GENERAL (SG)

The International Association of Prosecutors (IAP) is approaching the end of term of its Secretary-General as of 1 January 2027 and is in search of a candidate to fill this position.

The Secretary-General (SG) is the Chief Executive and Financial Officer of the International Association of Prosecutors, who directs the day-to-day administration of the Association while ensuring mobilisation of logistical and financial support to expand the Association's impact and relevance. The SG is responsible for ensuring that the Association delivers its objectives, namely, to promote the role of prosecutors, raise standards for prosecutors through the provision of professional programmes, and develop initiatives to improve international cooperation. The SG also assists the Executive Committee in carrying out its overall responsibility, and in conjunction with the President, Vice-Presidents, and Executive Committee, represents the Association to its members and international partners at international events.

ABOUT THE POSITION

As Secretary-General, you must have:

- A proven record of extensive leadership and management experience, preferably in a senior position within a prosecuting authority or equivalent governmental organisation.
- Substantial experience as an operational prosecutor or of working within a prosecution service.
- Outstanding inter-personal skills.
- Excellent communication and diplomacy skills.
- Fluency in written and verbal English.
- Experience of corporate/organisational financial management is preferred.

EMPLOYMENT CONDITIONS

The IAP Secretariat is based in The Hague, the Netherlands. However, the Secretary General can work from another location, subject to the requirement that he/she be available for regular work stays in The Hague. Regular travel to other locations worldwide (which may include weekends) is also expected.

The Secretary-General has direct management responsibilities for the General Counsel and the Executive Director, may take on line management responsibility for other staff members as necessary.

The Secretariat is very small, so the Secretary General must be able to work independently with very limited administrative support.

CONTRACT PERIOD

A Secretary-General's standard term is six years, with eligibility for reappointment. The position is also open for a shorter term, but not less than three years.

BASIS OF EMPLOYMENT

This position is advertised on a full-time basis. It is primarily open for full-time secondment arrangements between the IAP and a prosecution authority (IAP Organisational Member). A part-time secondment (2.5 days per week) between the IAP and a prosecution authority will also be considered. Any Organisational Member must bear the secondee's salary, pension, and social security contributions. Travel expenses for official business will be funded by the IAP. Before applying, candidates should consult with their respective prosecution authority to ensure that details of any potential arrangements are included with the application.

The position is also open to applicants who are not supported, in whole or in part, by a prosecution authority. However, any potential appointment in those circumstances would be provisional and contingent on funding being secured and in place before the term of appointment commenced. If funding cannot be secured and put in place, the appointment will not be effective.

Preference will be given to applicants who receive support, either wholly or partially, from a prosecution authority or other relevant body.

BENEFITS OF A SECONDMENT

Seconding a prosecutor to the IAP provides valuable benefits for the Organisational Member and the prosecutor. A secondment is an opportunity for a highly skilled senior prosecutor to develop and expand their professional organisational, leadership and legal skills in a fast-paced, dynamic environment and in an international context. It will enable them to create a deeper insight into working for a global organisation and to consolidate their communication, networking, and collaboration skills. For the Organisational Member, a secondment demonstrates a strong commitment to the objectives and values of the IAP in an international forum. In return, after the end of the secondment, the organisational member will benefit from a prosecutor with an extensive knowledge of different jurisdictions and a unique worldwide spanning network.

CONFLICTS OF INTEREST

The role of Secretary-General is being advertised on a full-time basis. It is vital that there be no conflict of interest – actual, perceived, or potential – with any other fee-paying or non-fee-paying employment undertaken by a potential candidate. All candidates are therefore invited to provide brief details of any other fee-paying or non-fee-paying employment they intend to undertake alongside the Secretary-General role for consideration by the Succession Planning Committee.

HOW TO APPLY

Please see the Job Description ([page 04](#)) for further details on the role and its requirements.

If you are interested in applying for this position, please send us your CV (no more than three A4 pages) to pcm@iap-association.org together with a letter of motivation setting out why you are applying for the role and how you meet its requirements (no more than 1250 words). If you are interested in learning more about the nature and requirements of the job, please feel free to contact the IAP's Secretary General, Roel Dona, at sg@iap-association.org.

CLOSING DATE

Applications will close at 23:59 hours CET on 1 May 2026.

Please note that applications received after that date/time will not be considered. Following this deadline, the IAP Leadership Planning Sub-Committee will review the applications received and produce a shortlist of selected candidates for the position. The shortlisted applicants will be invited to an interview either at the Secretariat in The Hague or through a virtual platform in May or June 2026. Providing and requesting references can be part of the procedure at each stage.

International Association of Prosecutors (IAP)

February 2026.

www.iap-association.org



JOB DESCRIPTION

Secretary-General

Reporting to: The Executive Committee.

Directs: The Executive Director and General Counsel.

Recruitment terms: Appointed by the Executive Committee for a six-year term unless the Executive Committee determines otherwise.

Time available: In accordance with general agreements and employment contract.

Languages: Fluency in spoken and written English is essential and a working knowledge of other languages will be considered as an asset.

THE ROLE

The Secretary-General (SG) is the Chief Executive and Financial Officer of the International Association of Prosecutors (the Association) who directs the day-to-day administration of the Association while ensuring mobilisation of logistical and financial support to expand the Association's impact and relevance. The SG is responsible for ensuring that the Association delivers its objectives, namely, to promote the role of prosecutors, raise standards for prosecutors through the provision of professional programmes and develop initiatives to improve international cooperation.

The SG assists the Executive Committee in carrying out its overall responsibility, which is to manage and control the Association's affairs. As a result, it is the SG's responsibility to ensure clear and transparent working processes, and to keep the Committee updated on any matter of relevance to enable the Committee to measure if the day-to-day administration is operating in accordance with the Association's rules.

In conjunction with the President, Vice-Presidents and Executive Committee, the Secretary-General represents the Association to its members and international partners and during international events.

The Secretary-General (SG) shall have such powers and duties as referred to in Article 12.2 of the IAP Constitution (see Annex 1) and other duties as set out in Annex 2 to this job description.

SKILLS, QUALIFICATIONS, AND COMPETENCES OF POTENTIAL CANDIDATES

Qualifications and experience

- Individual membership with the IAP or fulfilling criteria for admission.
- University degree in law.
- Proven record of extensive leadership and management experience, preferably in a senior position within a prosecuting authority or equivalent governmental organisation.
- Substantial experience as an operational prosecutor or of working within a prosecution service
- Experience in the administration of an international organisation or an NGO is an advantage.
- Experience of corporate/organisational financial management is preferred.

Skills and abilities

- Excellent managerial and analytical skills.
- Ability to communicate complex information clearly and concisely.
- Excellent diplomatic and networking skills.
- Ability to communicate and lead change initiatives with a proven capacity to inspire, encourage, build trust and confidence, and to drive forward collective actions.
- Ability to negotiate effectively and constructively.
- Proven ability to demonstrate awareness of cultural sensitivities and to act in a fair, inclusive and respectful way when dealing with others.
- Ability to develop and implement strategies to progress the Association's objectives.
- Ability to develop and maintain strong working relationships with prosecutors at all levels.
- Ability to manage multiple and competing priorities and demands in often challenging circumstances.

Behavioural competencies

The Secretary-General is required to demonstrate competencies as follows:

- **Initiator:** Ability to take the initiative and set direction for self and others. Willingness to take a fresh approach and learn new skills if required.
- **Organised:** Ability to review own workload, set priorities, develop a work schedule, track progress towards objectives and develop solutions to any anticipated challenges.
- **Result oriented:** Demonstrate individual responsibility and accountability in meeting the Association's objectives. Identify improvements to deliver more effective and efficient outcomes and respond to challenges constructively.
- **Decisive:** Ability to assess situations and determine the importance, urgency, risks and responses in a timely manner and in line with the Association's interests.
- **Team player:** Ability and willingness to cooperate with others. Recognise the value of sharing ideas, knowledge, and information. Create successful outcomes when resolving issues where differences of opinion, approaches and solutions are in play.
- **Networker:** Establish and develop productive and positive working relations with colleagues and members from all cultural backgrounds. Demonstrate dignity and respect for gender, educational, cultural, linguistic, and religious differences. Promoting the collegiate ethos of the Association.
- **Communicator:** Demonstrate good listening and communication skills. Ability to present own views in a constructive manner, whilst acknowledging different perspectives, feelings, and concerns.
- **Leadership:** Actively promote the reputation of the Association. Inspire colleagues and members to fully engage with the objectives and vision of the Association.
- **Person of integrity:** Possess sound judgement, integrity, tact and discretion in dealing with others.

ANNEX I

There shall be a Secretary-General of the Association who shall manage the day-to-day affairs of the Association. Without prejudice to the generality of the preceding paragraph (12.2) the Secretary-General shall have the following powers and duties:

- a. to make proposals for annual budgets and financial statements to be adopted by the Executive Committee.
- b. to make proposals for annual working programmes to be adopted by the Executive Committee.
- c. to admit applicants to individual membership in accordance with Article 3 and to suspend the membership of individual members in accordance with Article 6.
- d. to prepare meetings of the Executive Committee and to report to the Executive Committee on the affairs of the Association.
- e. to execute and communicate where appropriate the resolutions and decisions of the Executive Committee and of the General Meeting.
- f. to direct the management of the Bureau of the Association in accordance with paragraph 7 of this Article.
- g. to direct the management of the Treasury of the Association in accordance with paragraph 9 of this Article.
- h. to maintain the records and files of the Association, including the minutes of the meetings of the Executive Committee and the General Meeting.
- i. to make proposals for and to assist the Executive Committee in the discharge of its functions under Article 8.2.j. and for this purpose to serve on Conference Committees.

ANNEX II

KEY TASKS AND RESPONSIBILITIES

The Secretary-General shall perform a wide range of duties including the following:

- Provide direction, clarity and guidance on the delivery of the Association's mission to the IAP team.
- Develop performance reports to ensure that potential risks are identified and managed.
- Develop clear strategies and ambitious aims to deliver operational objectives.
- Develop strategies for building international awareness and recognition of the role of the Association in promoting and safeguarding the role of the prosecutors and in setting and raising the standards of professional conduct.
- Develop and deliver a long-term strategy to achieve the Association's objectives and meet the changing needs of the members, in line with the strategic direction as set by the Executive Committee.
- Principal liaison and first point of entry, supported by the Communication Manager, for requests from global press/media, NGO's, project partners and international organisations.
- Report on the financial performances and present the annual financial statements.
- Make proposals for operating budgets.
- Be the signing authority for the IAP Stichting Treasury financial obligations as delegated by the President and Executive Committee (Article 7.1 and 12.9).
- Appoint staff as required to ensure the day-to-day operation of the Association.
- Contribute to a positive work environment and culture that inspires and motivates the IAP team.
- Develop strategies for maintaining existing funded project agreements and securing potential new funded project partnerships.
- Develop strategies for identifying and obtaining new funding streams.
- Ensure the Association remains responsive to the needs and requests of the membership.
- Ensure the Association can demonstrate the value of the services provided and of the impact of the Association's work.
- Ensure effective implementation of agreed policies, programmes and services.

Engagement and representation

- Develop and maintain strong relations with relevant international organisations, NGOs, project partners and potential donors.
- Engage with external stakeholders to enhance any shared objectives and achieve collaborative results in matters of common interest and concern.
- Develop strategies for the promotion of the Association's objectives to governments, central authorities, and relevant international organisations.
- Actively promote the Association's impact and profile globally.
- Represent the Association and promote the aims and objectives as required.

Governance

- Support the Executive Committee to ensure that it formulates and regularly reviews the Association's vision, mission and strategic objectives.
- Ensure that the Executive Committee and any other committee and sub-committee has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the Constitution, Protocols, and guidelines to ensure that the Association is well administrated and meets all its governing responsibilities.
- Ensure the Association has the appropriate policies, procedures, systems, and processes in place and ensure any amendment of such are fully implemented.
- Ensure sufficient reporting on progress of the Association on all matters relevant to the discharge of the Executive Committee's responsibilities.
- As appropriate, monitor and advise on the composition of the Executive Committee, its Sub-Committees, and the process of self-assessment and development.
- Ensure the Association's commitment regarding equality and diversity is delivered thorough policies and actions.

Other trust positions/roles

- Chair of the Board of the Stichting Treasury IAP.
- Chair of the IAP Funding Committee.
- Member of the Granting Programme Committee.
- Member of the ad hoc Complaint Committees.
- Advise the Civil Society Organisations Committee.
- Advise the IAP Succession Planning Committee.
- Advise the Award Committee as appropriate.
- Advise the Prosecutors in Difficulty Standing Committee.
- Attend the Senate meetings as required.
- Voting Officer for elections for IAP trust positions.