

ADRA (Adventist Development and Relief Agency) is the global humanitarian arm of the Seventh-day Adventist Church and works in 120 countries — regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organizations, and governments, we are able to deliver culturally relevant programs and build local capability for sustainable change. The initiatives at ADRA Norway place particular emphasis on improving the living and working conditions of women and children. This is achieved through inclusive high-quality education, promoting lifelong learning for everyone, climate change adaptation and sustainable food production.

ADRA Norway collaborate with individual donors and receives support from the Norwegian Agency for Development Cooperation (Norad) and The Norwegian Ministry of Foreign Affairs. ADRA Norway has recently entered into a 5-year program agreement with Norad for inclusive quality education in South Sudan, Niger, Mali, Myanmar, Uganda, Somalia and Ethiopia.

ADRA Norway is an approved Norad Plus Partner.

Secretary General - ADRA Norway

The Secretary General is responsible for overseeing daily operations and ensuring compliance with the strategic and financial guidelines provided by ADRA's Board of Directors. The role involves maintaining an optimal administrative structure and setting major goals for the organization, providing continuity, innovation and growth. The Secretary General implements the board's strategies through good leadership based on the organizations vision and values. Risk management, including assessing and mitigating environmental and climate change risks, is a key responsibility. The Secretary General also ensures internal controls to prevent conflicts of interest, fraud, and errors, while developing a strong organizational structure promoting staff well-being. Representing ADRA Norway to regulatory bodies, agencies, community organizations, donors, and the public is also a crucial part of the role. The Secretary General reports directly to ADRA's Board of Directors.

Key Competencies

The role requires strong decision-making and initiation of action, leadership and supervision, networking and relationship-building, adaptability to change, and adherence to principles and values. The following competencies are preferred:

- 10 years of relevant work experience, including significant top-level leadership experience within an international non-governmental organization.
- Strong leadership skills and a proven track record in initiating and finalizing action with strong results, and with experience in financial management
- A strong commitment to ADRA's mission and values, and to the Seventh-day Adventist Church.
- Proven experience in leading and supervising projects, staff management and team building.
- Good networking skills and the ability to adapt and respond constructively to change.
- Excellent writing, speaking, and presentation skills in Norwegian, and very good proficiency in English. French language skills are also preferred, but not required
- Knowledge of the international humanitarian aid sector including The European Commission's Civil Protection and Humanitarian Aid department (ECHO) and Norad.
- A master's degree in international development, leadership, or related field

For further information please contact chairman Christopher Kjølnør +47 90531962, or our advisor Per Inge Hjertaker +47 91729682. Application including CV to be submitted at www.headvisor.no as soon as possible.