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To :  
The IUEF Board and Assembly  
Categories 1 and 2 of the  
IUEF Mailing List

Geneva, April 19th 1978

Dear Friends,

As you no doubt recall from our letter of December 6th 1977, the Board and Assembly of the IUEF, during their meetings in November 1977, decided to institute the position of Deputy Director of the organisation. We have since received a number of interesting applications which are still under consideration.

Nevertheless, it has emerged from the applications received, that applicants from the Third World, and particularly from Africa and Latin America, were not given sufficient time to apply. Consequently, the IUEF has decided to extend the deadline for applications until June 9th 1978 in the hope that more applicants from the Third World will have the opportunity to submit their candidatures. Should you know of any suitable candidate, we would appreciate it if you could draw her/his attention to this vacancy.

Applications, marked personal, should be addressed to the Director, and should be received prior to the above mentioned date, together with the necessary references.

The position will be available as from June 15th 1978, or at the earliest possible starting date.

Yours sincerely,

Per Tegmo  
Finance and Administration Officer

Enc. : Work Description for the  
Post of Deputy Director



## Work Description of the Deputy Director of the International University Exchange Fund

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1. The Deputy Director will be assigned specific work responsibility from the respective programmes and projects which are presently handled by the Director. This division of work will be formalized and made known to other staff members, Board and Assembly and those others concerned but can only be made known when the Deputy Director has actually been appointed and it is clear where his specific knowledge and interests lie.

The Director will, however, continue to handle certain programmes inside Southern African countries. The intention is that the existing work-load relating to projects and programmes be shared on an equal basis between the Deputy and the Director.

2. The Deputy Director will also function as the organization's personnel officer, in terms of relations among staff and between staff and management as well as other non-administrative aspects of the work of a personnel officer.
3. The Deputy Director will be specifically responsible in relation to other non-governmental organizations and will be made the IUEF representative on a number of different committees and working groups of a co-ordinating nature.
4. The Deputy Director will be in full charge of all aspects of work when the Director is absent.
5. The Deputy Director will be a member of the Scholarship Selection Committee.
6. In cooperation with the Information Officer, the Deputy Director will be responsible for the preparation of all internal documents and reports.
7. The Deputy Director will be responsible, under the general direction of the Director and in consultation with the relevant officers, for the formulation of funding requests and the substantive reports on grants and projects.