

## **Job Announcement: Interim Executive Officer**

### **Guidelines International Network (GIN)**

The **Guidelines International Network (GIN)** is seeking an experienced and strategic leader to serve as **Interim Executive Officer (EO)**. This role presents a unique opportunity to lead a globally recognized organization dedicated to improving healthcare through the development, dissemination, and implementation of high-quality health guidelines.

**Hours of Work:** Full time (38 hours per week), with flexibility to cover meetings of the Board, the Annual Conference and meetings with key strategic partners.

**Location:** Remote, with occasional travel as required

**Duration:** Temporary, with potential for transition

**Accountable to:** Chair of the Board of Trustees

**Reports to:** Chair of the Board of Trustees

**Key working relationships:** Chair of the Board of Trustees, Members of the Executive Committee, other Board members, G-I-N staff and contractors, G-I-N working and Regional Community chairs, G-I-N members, key G-I-N partners, providers of professional services eg legal advisor, bookkeeping, accounts.

**Base:** To be determined at the time of appointment. The Interim Executive Officer would either be an employee of a host organisation with whom the Network would have a contract or possibly an independent home worker. The exact location is open to negotiation.

### **About GIN**

“GIN is a network of organisations and individuals interested in evidence-based guidelines. GIN seeks to improve the quality of health care by promoting systematic development of clinical practice guidelines and their application into practice, through supporting international collaboration.”

### **Three principal aims of GIN**

- Providing a network and partnerships for guideline organisations, implementers, researchers, students and other stakeholders.
- Assisting members in reducing duplication of effort and improving the efficiency and effectiveness of evidence-based guideline development, adaptation, dissemination and implementation.
- Promoting best practice through the development of opportunities for learning and building capacity, and the establishment of high quality standards of guideline development, adaptation, dissemination and implementation.

## Key Responsibilities

- Provide strategic leadership and operational oversight of GIN during an interim period (until a permanent EO/CEO is employed).
- Work closely with the Board of Trustees to advance GIN's vision and mission and ensure organizational stability.
- Engage with members, partners, and stakeholders to strengthen relationships and enhance the organization's global impact.
- Oversee financial and administrative management, ensuring fiscal responsibility and operational efficiency.
- Support the planning and execution of key initiatives, including the annual GIN conference and member engagement activities.
- Lead and support the staff, ensuring continuity in day-to-day operations and governance processes.
- Interact with the GIN Journal Editor-in-Chief to support the network's publication activities.

## Qualifications and Experience

- Proven leadership experience at the executive or senior management level, preferably in a global health, non-profit, or membership-based organization.
- Strong understanding of guideline development, evidence-based healthcare, and health policy.
- Experience in strategic planning, financial management, human resources and organizational governance.
- Excellent communication and stakeholder engagement skills, with the ability to represent GIN at international forums.
- Ability to work effectively in a remote and multicultural environment.

## Application Process

Interested candidates should submit a cover letter and CV outlining their experience and qualifications as well as an outline of the envisioned strategic directions for GIN with the subject line "CEO GIN" (ensure strict adherence to this subject line) to the three members of the GIN Executive: **Holger Schünemann** ([schuneh@mcmaster.ca](mailto:schuneh@mcmaster.ca)), **Roberta James** ([roberta.james@nhs.scot](mailto:roberta.james@nhs.scot)) and **Amir Qaseem** ([Aqaseem@mail.acponline.org](mailto:Aqaseem@mail.acponline.org)) by **March 20, 2025**. Interviews of applicants may begin immediately after their applications have been received and until a suitable candidate has been selected.

For more information about GIN, please visit <https://g-i-n.net/about-gin>.

GIN is committed to diversity, equity, and inclusion and encourages applications from all qualified candidates.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder including the perspective to a advance to a CEO position.