

## **VACANCY NOTICE**

### **POSITION: DIRECTOR GENERAL OF THE SECRETARIAT OF THE COUNCIL OF BALTIC SEA STATES (CBSS)**

OPENING DATE: **1 March 2020**

CLOSING DATE: **27 March 2020**

#### **The Council of the Baltic Sea States**

The Council of the Baltic Sea States (CBSS) serves as an overall regional forum for intergovernmental cooperation and coordination among the 11 CBSS Member States, Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Russia, Sweden, as well as a representative of the European Union.

The Permanent International Secretariat of the CBSS was established in Stockholm in October 1998.

Under the supervision of the CBSS Committee of Senior Officials (CSO), the mandate of the CBSS Secretariat is as follows:

- to provide technical, organisational and analytical support to the CBSS Presidency, the CSO and the CBSS expert groups and other structures, as decided by the CSO;
- to ensure continuity and coordination of CBSS work, to act as a focal point of information on regional cooperation within the Baltic Sea Region, and to implement the CBSS communication strategy;
- to promote enhanced dialogue, cooperation and alignment with other regional actors through a regular structured dialogue in the context of existing cooperation formats in the region;
- to make proposals and present initiatives to the CSO, in order to promote the objectives and implement the priorities decided by the Council;
- to contribute to reinforcing the effects of regional policies and strategies adopted by CBSS Members in other fora by creating and making best use of regional synergies and cohesion;
- to assist, in accordance with CSO decisions, relevant structures, such as expert groups, in initiating, developing and implementing regionally important, strategic projects in line with the agreed CBSS long-term priorities and involving as many CBSS Members as possible, and to explore the financing of these projects, taking into consideration possibilities for external funding.

The work of the CBSS Secretariat is guided by the three long-term priorities of the CBSS: Safe & Secure Region, Sustainable & Prosperous Region and Regional Identity.

The activities of the CBSS Secretariat are financed by annual contributions from the CBSS Member States as well as through project funds.

Currently, there are 28 employees at the CBSS Secretariat. The Secretariat has a number of specialised units dealing with topics such as counter-trafficking, children's rights, civil protection, sustainable development, culture and youth.

The CBSS Secretariat applies a policy of equal opportunities.

Further information regarding CBSS is available at [www.cbss.org](http://www.cbss.org)

## **Job Description**

Under the supervision of the CSO, the Director General has the following specific responsibilities and tasks:

- providing overall leadership of the work of the Secretariat, including overall coordination of its core and special units;
- ensuring adequate technical, organisational and analytical support to the CBSS Presidency, the CSO and CBSS experts groups;
- ensuring high-level liaison with CBSS Member States, CBSS Observer States and relevant regional and international organisations and networks;
- ensuring high-level representation of the Secretariat at selected meetings and conferences and in the media;
- taking the organisation forward, notably by driving the implementation of the CBSS reforms decided by CBSS Member States in June 2019, in accordance with the revised Terms of Reference of the CBSS and the revised Terms of Reference of the CBSS Secretariat;
- making proposals and presenting initiatives to the CSO in order to promote the objectives and implement the priorities decided by the Council;
- establishing and pursuing a structured dialogue with selected regional actors to promote enhanced co-operation and alignment;
- ensuring that the Secretariat acquires and maintains a staff substructure and a composition of competencies appropriate to the priorities of the CBSS, while providing adequate efficiency, flexibility and financial control;
- acting as the legal representative and public face of the Secretariat;
- overall responsibility for directing and managing the Secretariat human resources, including recruitment, motivation, professional development and dismissal;
- overall responsibility for preparing and implementing the Secretariat's annual budget and for ensuring appropriate control of all financial resources managed by the Secretariat.

The Director General may delegate certain duties within the Secretariat as s/he deems necessary to secure proper and effective administration.

Together the Director General and the Deputy Director General constitute the Senior Management of the Secretariat. The Deputy Director General assists the Director General, in particular as regards the day-to-day management of the Secretariat, with specific responsibilities regarding the oversight and administration of staff and financial resources.

The Director General's job involves frequent travel to destinations in CBSS Member States and, occasionally, beyond.

## **Eligibility Criteria**

To be considered for the selection phase, an applicant must meet the following criteria:

- Be a national of a Member State of the Council of the Baltic Sea States.
- Hold a university degree, preferably in a field relevant to the mission of the CBSS Secretariat.
- Have at least 10 years of professional experience, 5 years of preferably in international political affairs (for instance in multilateral diplomacy/relevant international organisation/relevant academic institution) or from practical cooperation in the Baltic Sea Region.
- Have proven experience in a management post with responsibility for managing personnel and financial resources.

## **Terms of employment**

The Director General will be appointed for a period of four years with the possibility of a prolongation of up to two years.

The place of employment is Stockholm. In addition, the Director General shall be obliged to undertake official journeys connected with her/his work.

The Director General, provided that s/he is not a Swedish citizen or permanently resident in Sweden immediately prior to her/his employment by the Secretariat, and members of her/his family forming part of the household, shall enjoy the privileges and immunities accorded to heads of diplomatic missions by the Vienna Convention on Diplomatic Relations of 18 April 1961.

A competitive remuneration and allowances package, depending on professional background and family situation, is offered. The package is exempted from direct Swedish taxation.

## **Entry on duty**

The new Director General would be expected to be able to take up her/his duties at the latest by 1 September 2020.

## **Application procedure**

Applications should be addressed to Caroline Kock, Director, Mercuri Urval AB.

Applications consisting of Letter of Motivation and CV should be submitted via [Mercuri Urval](#)

Any application received after the deadline will be disregarded.

All application documents must be in English. The main working language of the CBSS is English and interviews and assessments will be conducted in English.

## **Closing date for applications**

Complete applications, comprising Letter of Motivation and CV, should be submitted **not later than at the close of business on Friday 27 March 2020.**

## **Further information**

Questions regarding this vacancy can be addressed to Caroline Kock, Director at Mercuri Urval, mail: [caroline.kock@mercuriurval.com](mailto:caroline.kock@mercuriurval.com), phone: +46 70 5110390.