

Position Announcement

Euroregion Baltic (ERB) is a political cooperation in the south-east of the Baltic Sea region, consisting of 8 regions of Denmark, Lithuania, Poland, Russia and Sweden. It involves citizens, politicians, institutions, economic and social partners, educational and cultural institutions. ERB constitutes a functional network across borders and promotes political dialogue and reform, as well as sustainable, economic, social and environmental development, and thus strengthens local democracy and fosters people-to-people contacts.

We are now looking for a head of our International Permanent Secretariat which has been the coordinating structure within Euroregion Baltic since 2004, providing support both to ERB political and administrative bodies. This is a full-time position requiring excellent administrative and social skills, as well as a good deal of travelling, but offering exciting international work environment and attractive conditions.

Job title:

Head of the ERB International Permanent Secretariat (IPS)

Location:

IPS Head will work from the premises of the Foundation Supporting and Promoting Entrepreneurship in Warmia and Masuria in Pl. Gen. Józefa Bema 3, 10-516 Olsztyn, Poland

Reports to:

IPS Head will report to the ERB President and ERB Executive Board for the first four main responsibilities and to the Chair of the Board of the Foundation Supporting and Promoting Entrepreneurship in Warmia and Masuria for the fifth main responsibility.

Purpose:

IPS Head will provide support to the ERB President and the ERB Executive Board in order to enable them to properly and effectively manage the cooperation in Euroregion Baltic, as well as provide support to the ERB regional secretariats, ERB Youth Board, ERB task forces, and ERB Water Core Group in order to ensure that the objectives of the ERB 2020 Agenda and biannual action plans are implemented timely and successfully.

Main Responsibilities:

Head of the ERB International Permanent Secretariat will:

1. provide full Secretariat support to the Executive Board members by servicing their routine and ad-hoc meetings, in-between meeting communication, and their individual responsibilities as members of the ERB Executive Board, as well as by performing any other task that the ERB Executive Board may delegate to him or her;
2. provide direct support to the ERB President and Vice-President in their responsibilities related to representing ERB externally, as well as in any other responsibility they fulfil on behalf of Euroregion Baltic;
3. lead and coordinate the work of the ERB regional secretariats by servicing their routine and ad-hoc meetings, in-between meeting communication, and tasks related to the implementation of the ERB 2020 Agenda and biannual action plans;



4. support the ERB Youth Board, ERB task forces, and ERB Water Core Group by providing necessary assistance in their routine and ad-hoc meetings, as well as in tasks related to the implementation of the ERB 2020 Agenda and biannual action plans;
5. work with the Chair of the Board of the Foundation Supporting and Promoting Entrepreneurship in Warmia and Masuria on the administrative aspects of IPS operations.

Education and experience:

IPS Head will possess an education in international relations or European studies or political sciences to a degree level, or equivalent level of qualifications. He or she will have the understanding of international relations and in particular of the cooperation in the Baltic Sea Region. He or she will present practical experience in project cooperation and EU funding.

Skills and Knowledge:

IPS Head will present a vision and understanding of the wide range of aspects related to the cooperation in Euroregion Baltic, specifically in the context of regional development of its member regions, the EU Strategy for the Baltic Sea Region and relevant EU policies. He or she will be confident in international surrounding, and fluent English speaker and writer. He or she will also have a working knowledge of Russian.

IPS Head will present a flexible approach, and be used to working within a changing scope of cooperation themes. He or she will also be good at working across borders and sectors. He or she will be a service-oriented team player, able to innovate and advance work of his or her own and of others.

Competencies:

IPS Head will be able to develop clear workable plans and prepare effective decisions, as well as to effectively communicate messages to suit the situation, including giving and receiving feedback. He or she will also demonstrate adequate computer skills necessary for maintaining continuous information flow within the organisation, especially website management (CMS).

IPS Head will be personally effective, an efficient organiser, writer and minute taker. He or she will be good at building and maintaining relationships, and able to apply creative thinking to introduce and improve ideas, methods and processes.

NB: Note that the job description will change after the adoption of a new status for the organisation and the establishment of an international association, the process which the new IPS head will be part of. Thus, the job will also including additional tasks, e.g. preparing the General Assembly meetings, and assisting the Board of Auditors.

Application instruction:

To apply send a cover letter and CV to: Sławomir Demkowicz-Dobrzański, Euroregion Baltic, email address: Slawomir.D-D@rfss.se before 23rd April 2014.

