



Head of International Permanent Secretariat

- Vacancy Announcement -

Euroregion Baltic (ERB) is a political cooperation in the south-east of the Baltic Sea region, consisting of 10 member regions and organisations 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. In accordance with the ERB Agenda 2030, the organisation shall continue to focus in its works on lobbying activities to represent and promote common interests, implementation of strategic initiatives and projects, and exchange activities to seek collaborative approach to common challenges.

We are currently looking for the 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 Association of Polish Communes Euroregion Baltic, Stary Rynek 25, 82-300 Elblag

Reports to:

IPS Head will report to the ERB President and ERB Executive Board for the first six main responsibilities and to the Director of Secretariat of the Association of Polish Communes ERB for the seventh 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 2030 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 2030 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 2030 Agenda and biannual action plans;
5. manage and coordinate ERB project portfolio including strategic alignment of projects towards ERB priority areas;
6. manage and coordinate the work of the IPS staff and interns,
7. work with the Director of Secretariat of the Association of Polish Communes ERB on the administrative aspects of IPS operations.

Education and experience:

- IPS Head will possess a higher education in international relations or European studies or political sciences to a degree level, or equivalent level of qualifications;
- The candidate should have at least 5 years of professional experience, including at least 2 years in managerial or similar positions that involve leading and coordination of small teams in international environment;
- 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;
- 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, employing negotiation and lobbying skills to deliver intended results;
- He or she will be a service-oriented team player, able to innovate and advance work of his or her own and of the team
- knowledge of Russian or other languages used in the ERB cooperation area will be considered an advantage.

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 communication skills necessary for maintaining continuous information flow within and outside the organisation;
- 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;
- The ideal candidate must also possess relevant managerial and leadership skills allowing him or her to lead the work of the IPS staff and coordinate ERB project portfolio.

Application instruction:

To apply send a cover letter and CV in English to: Sebastian Magier, Euroregion Baltic, email address: sebastian.magier@euroregionbaltic.eu by **24:00 (CET) on 20th January 2019**.

The CV should be signed and include the following statement:

“I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2016, item 922). I agree my application may be forwarded to the ERB member institutions. ”

Only submissions received with above-mentioned statement and by the deadline provided will be considered. Incomplete applications will not be considered.

Only shortlisted candidates will be contacted for individual interviews to be held at the end of January 2019 in Elblag, Poland.

The selected candidate will be obliged to provide documents proving their university degrees and professional experience

The Association of Polish Communes with registered office in Elblag, Stary Rynek 25, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them