



THE SECRETARIAT

VACANCY NOTICE

POSITION: SENIOR ADVISER (Safe and Secure Region)
OPENING DATE: 25 March 2021
CLOSING DATE: 2 May 2021

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 the European Union.

A Permanent International Secretariat was established in Stockholm in October 1998. The budget of the Secretariat is financed by annual contributions from the CBSS Member States as well as through project funds. The Secretariat is organised in a core team and specialised units. Currently there are 28 employees at the Secretariat. Additional information about the CBSS is available on www.cbss.org.

Job description

The Senior Adviser works under the supervision of and reports to the Director General of the Secretariat. The Senior Adviser is responsible for providing secretarial, technical, analytical support and advice to the CBSS, initiates, assists in preparation and implements projects and liaises with relevant stakeholders and networks in the region. The focus of the position is the CBSS Priority Area Safe and Secure, implying mainly civil security related regional cooperation (e.g. disaster risk reduction, cooperation against organized crime, border guard cooperation, nuclear safety, etc).

Reporting to the Director General of the Secretariat, your responsibilities will include the following:

- Coordination of the activities of priority area Safe and Secure.
- Provide high-level advice on issues related to priority area Safe and Secure.

- Project Development in relevant fields including devising financing solution.
- Managing and/or monitoring the implementation of projects including awareness building and disseminating project results.
- Preparing high-quality background papers and strategic policy documents.
- Providing analytical and secretarial support to the Chair and relevant CBSS Expert Groups and Networks.
- Coordinating, networking and liaising with governmental organisations, non-governmental organisations, international organisations and regional stakeholders.
- Build and maintain sector up to date knowledge covering a diverse portfolio of partners and stakeholder.
- Coordinating and contributing to the preparation of CBSS meetings and events related to the portfolio.
- Representing the CBSS at high-level meetings within priority area Safe and Secure.
- Supervise project staff in the area Safe and Secure.

The job description is intended to describe the general nature and level of work being performed by the incumbent of this position. It is not intended to be an exhaustive list of all responsibilities and activities required of the position. Responsibilities may vary and change over time, depending on the development of the CBSS and of the Secretariat in the general framework of Baltic Sea Cooperation.

The position of Senior Advisor involves frequent travel to destinations in CBSS Member States and occasionally beyond.

A competitive remuneration and allowances package, depending on expatriate status, professional background and family situation, is offered.

Selection Criteria

All internationally recruited staff members of the Secretariat are nationals of a Member State of the Council of the Baltic Sea States and are nominated on the basis of merits in a manner which strives to take account of geographical representation, gender balance and the principle of rotation.

Individuals applying for the position should possess at least the following qualifications:

- A university degree in a field relevant to the position;
- A minimum of ten years of professional experience, including some of which are at the multilateral or regional international level and at a national level with relevance to the job description;
- Good understanding and appreciation of the context of the CBSS, as well as ability to navigate in a complex international environment, including the EU Strategy for the Baltic Sea Region, renewed Northern Dimension and other regional or national strategy documents of importance to the CBSS.
- Strong organizational skills – a team player able to handle a multitude of tasks and prioritize;
- Proven record of fundraising and/or project management;
- Strong and broad personal network and aptitude for liaison with various governmental, non-governmental and international organisations;

- Clear analytical skills and ability to make sound judgments, critical thinking and problem solving skills;
- Excellent communication, drafting and reporting skills;
- Excellent command of oral and written English is required. A working knowledge of Russian and/or other languages of the region in addition to your national language will be seen as an advantage handling this portfolio;
- Computer literacy in MS office tools;

The CBSS Child Safeguarding Policy

The CBSS Secretariat and its Expert Units are fully committed to keeping children we come in contact with through our work protected and safeguarded from actions that place them at risk of violence, abuse, exploitation, injury and any other harm. The CBSS Secretariat is committed to recruit staff that are suited to apply strict child safeguarding practices.

Terms of employment

The Senior Adviser will be appointed for a period of four years with possibility of prolongation for up to two years. The suggested starting date for the position is **1 September 2021**

The place of employment is Stockholm.

How to apply:

Applications consisting of letter of motivation and Curriculum Vitae in English can be submitted through the CBSS recruitment platform to be found under careers at www.cbss.org. **The deadline for applications is the 2nd of May 2021, 23.59 CET.** Applications received after the deadline will not be considered. Please address your application to Director General Mr. Grzegorz Poznański.

Further information on the position can be acquired from Senior Administrative Officer Ms. Ligia Broström at ligia.brostrom@cbss.org or Head of Administration Ms. Gertrude Opira at gertrude.opira@cbss.org