

Senior Adviser, CBSS Secretariat

Position: Senior Adviser, CBSS Secretariat in Stockholm.

Opening date: 13 March 2023

Closing date: 30 April 2023, 23:59 CET

(To apply go to the end of the vacancy/page and click on "Apply")

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 10 CBSS Member States – Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland and 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 23 employees at the Secretariat. Additional information about the CBSS is available on www.cbss.org

Job description

The Senior Adviser works under the leadership of and reports to the Director General of the Secretariat. The Senior Adviser is responsible for providing secretarial, technical, and analytical support and advice to the CBSS in issues related to Priority Area Regional Identity which presently includes collaboration on youth, higher education and culture. Responsibilities also include initiating projects including preparation and implementation. The Senior Adviser serves as liaison between the CBSS and relevant stakeholders and networks working alongside the work of the CBSS and Priority Area Regional Identity.

Reporting to the Director General of the Secretariat and within the delegated authority, the Senior Adviser will be responsible for the following:

- Leading the work of the Team for Priority Area Regional Identity and Communications.
- Planning, coordinating, and managing programmes, projects and activities for Priority Area Regional Identity. This entails strong collaboration with other CBSS Heads of Unit and/or Senior Advisers and CBSS related networks.
- Developing a vision or direction for work of Priority Area Regional Identity alongside the CBSS Mandate, Terms of Reference and the CBSS Action Plan.
- Planning and implementing the operational activities related to Priority Area Regional Identity - Youth, Education and Culture.
- Managing and coordinating project development for Priority Area Regional Identity within relevant fields including devising financing solutions and dissemination of project results.
- Providing analytical and secretarial support to the Chair, the Director General and relevant CBSS Expert Groups and Networks with focus on Priority Area Regional Identity.
- Preparing high-quality background papers and strategic policy documents.
- Leading the preparation of briefing, notes, inputs and talking points on Regional Identity's focus areas for the CSO Chair, the Director General and Deputy Director General.
- Leading the preparation of inputs related to the portfolio for dissemination through the CBSS website and other means of communication.
- Coordinating and liaising with relevant governmental and non-governmental organisations, strategic partners, regional stakeholders and international organisations.
- Serving as CBSS Secretariat's internal and external first point of contact with relation to Priority Area Regional Identity and focus areas.
- Developing and maintaining relations with relevant experts and/or officials and advising on issues and policies of mutual concern regarding Regional Identity and the CBSS agenda and its priorities.
- Coordinating and contributing to the preparation of CBSS meetings and events related to the portfolio.
- Representing the organisation at roundtables, seminars and conferences and at other forums as delegated by the Director General.
- Be overall responsible for the programmatic and administrative tasks necessary for the functioning of the portfolio including preparation and management of project budgets, monitoring progress, reporting and documentation.
- Managing and leading staff members of the Priority Area Regional Identity and Communications Team.
- Performing other related duties as required.

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.

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 (Master's degree or equivalent) in a field relevant to the position.
- A minimum of ten to fifteen 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 and other regional 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 Project Management and fundraising.
- 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 command of oral and written English is required.
- Excellent drafting and reporting skills.
- Excellent oral and presentation skills.
- Knowledge of other languages of the region is considered an advantage.
- 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 recruiting 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 1st of September 2023.**

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

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

The place of employment is Stockholm.

How to apply

Applications consisting of a letter of motivation and Curriculum Vitae in English can be submitted through the CBSS recruitment platform which you can access by pressing the key/box "Apply" incorporated at the end of the vacancy notice found at www.cbss.org under careers. **The deadline for applications is the 30th of April 2023, 23:59 CET.** Applications received after the deadline or submitted by e-mail, and/or normal postage 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