

Deputy Director General

POSITION: Deputy Director General (DDG), CBSS Secretariat in Stockholm.

OPENING DATE: 10 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 (CBSS)

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.

The CBSS Secretariat is looking for an outstanding and dynamic professional able to demonstrate excellent leadership and managerial skills to join the Secretariat as a Deputy Director General (DDG).

Job Description

The Deputy Director General (DDG) works in close collaboration with the Director General (DG) and acts for the Director General in his/her absence. The incumbent will also function as Head of Administration; heading the Administrative Unit, coordinating and managing the activities of support functions in the areas of finance, procurement, legal affairs, human resources, information technology and logistics in line with the CBSS vision and with the priorities set out by the organisation.

The Deputy Director General supports the Director General in leading the activities of the CBSS Secretariat and its Expert Units. In the planning, implementation, and completion of the CBSS work plan in accordance with the CBSS Mandate and Terms of Reference and the CBSS three long term priorities; ensuring quality of work outputs, managing and supervising staff and planning resource requirements of the Secretariat.

The Deputy Director General provides technical advice on the areas of strategy and policy development, business process reform, resource mobilisation and allocation, partnerships and development effectiveness as well resource management.

The Deputy Director General Assists the Director General as regards the day-to-day management of the Secretariat, with specific responsibilities regarding the oversight and administration of staff, financial resources and budget management as well as IT-management. The Deputy Director General provides technical and administrative guidance on the CBSS Project Portfolio, Project Management and the CBSS Project Support Facility (PSF).

The mandate of the Secretariat is:

- to provide technical, organisational and analytical support to the CBSS Presidency, the Committee of Senior Officials (CSO) and the CBSS Expert Groups (EG) and other structures, as decided by the CSO;
- to assist in initiating and implementing regionally important, strategic projects in line with the agreed CBSS long-term priorities and to explore the financing of these projects;
- to ensure continuity and coordination of CBSS work, to implement the CBSS Information Strategy, to act as a focal point of information on regional cooperation within the Baltic Sea Region (BSR) on approval of the CSO.

Main Tasks

Reporting to Director General and within the delegated responsibility, the Deputy Director General's main responsibilities will include the following:

- Supporting the Director General in coordinating the work of the Secretariat.
- Providing strategic leadership and planning in support of the Secretariat's corporate agenda including the CBSS Action Plan, Project Portfolio and Risk Management.
- Heading the Administrative Unit. Supporting the Director General with financial operation and budget management, ensuring a wide sound financial management. Overseeing the activities of support functions in the areas of finance, procurement, human resources, information technology and logistics.
- Member of the Recruitment Panel and supporting the Director General and the Secretariat in personnel planning and recruitment matters.

- Assisting the Director General in overseeing the regularity and compliance of all CBSS activities with sound and strict financial procedures through effective implementation of appropriate internal control standards. Leading the preparation of the Secretariat's yearly budget and of the yearly financial audit including the CBSS Project portfolio and the Project Support Facility (PSF). Supervising financial and accounting function(s).
- Ensuring CBSS policies are reviewed and aligned to the operations of the Secretariat. Acting in accordance with the CBSS Host Country Agreement, the CBSS and Secretariat's Terms of Reference and Host Country's national laws.
- Provision of analytical support and advice in corporate services matters to the Core Team, the TF-THB, the Children at Risk and the Senior Advisors and teams working alongside the CBSS long term priorities; Regional Identity, Safe and Secure and Sustainable and Prosperous Region.
- Supporting the Director General and the Head of Expert Units and Priorities Areas. Ensuring wellbeing and engagement are maintained within the Secretariat's different teams, seeking regular feedback and embedding the values of resilience, respect and positive customer service principles.
- Provide advice to the Director General on the management of programmes and operations of the Secretariat. Responding to operational crisis providing leadership and flexing team prioritisation as required.
- Assisting the Director General and the incoming Chair-in-Office in planning and preparing Member States' presidency period and supporting the Director General in preparing and coordinating the meetings of the Committee of Senior Officials including the preparation of agenda and minutes and drafting of decision and High-Level Declarations.
- Supporting the Director General in the liaison with Observer States and CBSS Sister Organisations.
- Preparing high-quality background and policy papers on issues of relevance to activities of the organisation.

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 by 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 Deputy Director General involves travel to destinations in CBSS Member States and occasionally beyond.

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:

- Advanced university degree (Masters or equivalent) in Political or Social Science, Business Administration, Public Administration, Accounting, Finance or a degree relevant to the position with a distinguished career within Corporate Services at an international organisation, relevant academic institution or in a public international financial institution preferable with direct involvement in Finance Policy and Implementation.
- At least 15 years of experience in a relevant position including Senior Management experience.
- Experience in managing cross functional teams.
- Able to challenge and influence senior stakeholders.
- Proven work experience in administration, budget and financial management.
- Proven work experience in Project Management and partnership building.
- Extensive and relevant professional experience in senior leadership/executive positions, including substantial assignments at the regional and/or international level.
- Several years of exposure to the requirements of international and inter-governmental cooperation, preferably within the United Nations or EU system context.
- Knowledge of, and commitment to, the organisation's mandate, vision, strategic directions and priorities
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy.
- Ability to exercise well-founded and balanced authority, as well as to provide and manage advisory services and functions.
- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Excellent knowledge and drafting skills in English, with strong written and oral ability; able to effectively communicate complex analysis of your subjects.

[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 Deputy Director General 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.

A competitive remuneration and allowances package, depending on 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 to be 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

Contact person:

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