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 27 employees at the Secretariat. Additional information about the CBSS is available on www.cbss.org.

The Secretariat’s work is guided by the three long-term priorities of the Council - Regional Identity; Sustainable & Prosperous Region and Safe & Secure Region.

**Job description**

The Senior Adviser is responsible for the priority area Regional Identity, and works under the supervision of and reports to the Director General of the Secretariat. The Senior Adviser is responsible for providing secretarial/technical/analytical assistance and advice to the CBSS. Responsibilities also include initiating projects and their preparation and implementation as well as liaison with relevant stakeholders and networks in the region – such as the sister Councils of the North (Nordic Council of Ministers, Barents Euro-Arctic Council and Arctic Council), the EUSBSR Policy Area Culture and other policy areas, the Northern Dimension Partnership on Culture and the CBSS inter-governmental networks ARS Baltica and the Baltic Region Heritage Committee (BRHC). The CBSS Summer University alongside NGO and youth work will also be part of the portfolio.

Reporting to the Director General of the Secretariat and within the delegated authority, the Senior Adviser will be responsible for the following duties:
• Developing a vision or direction for work within the portfolio of Culture and Education; proposing policy directives and plan of action.
• Planning and implementing the operational activities related to Culture and Education and the CBSS long term priority – Regional Identity.
• Plans, coordinates and manages programmes, projects and activities requiring cooperation with other CBSS Heads of Unit and/or Senior Advisers and CBSS related networks.
• Manages and coordinates project development in relevant fields including devising financing solutions and dissemination of project results.
• Preparing high-quality background papers and strategic policy documents.
• Leads the preparation of briefing notes, inputs and talking points for the Chair, the Director General and Deputy Director General.
• Leads the preparation of inputs related to the portfolio for dissemination through the CBSS website and other means of communication.
• Provides analytical and secretarial support to the Chair, the Director General and relevant CBSS Expert Groups and Networks with focus on Culture and Education.
• Coordinates and liaises with governmental and non-governmental organisations, strategic partners, regional stakeholders and international organisations.
• Serves as CBSS Secretariat’s first point of contact with relation to Education and Culture, Youth Affairs and NGO cooperation.
• Develops and maintains relations with relevant experts and/or officials and advises on issues and policies of mutual concern regarding Culture and Education and the CBSS agenda/priorities.
• Coordinates leads and contributes to the preparation of CBSS meetings and events related to the portfolio.
• Represents 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 port-folio including preparation and management of project budgets, monitoring progress, reporting and documentation.
• Performs 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.

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 (Master’s degree or equivalent) in a field relevant to the position;
• A minimum of 15 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 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 oral presentation skills
• Excellent command of oral and written English is required.
• Knowledge of other languages of the region is considered as 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 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 15 of January 2021

The place of employment is Stockholm.

How to apply

Please complete an online application, attach your CV including at least two references, motivation letter and other relevant documents in the CBSS recruitment portal to be found on the CBSS website www.cbss.org The Letter of motivation and CV must be in English and addressed to Director General Mr. Grzegorz Marek Poznański.

Deadline for applications

Complete applications should be submitted not later than 8 of November 2020. Applications received after the deadline will not be considered.

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