



THE SECRETARIAT

VACANCY NOTICE AND APPLICATION FORM

POSITION: SENIOR ADVISER / HEAD OF CHILDREN AT RISK UNIT

OPENING DATE: 15 January 2019
CLOSING DATE: 3 March 2019

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 25 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.

CBSS Expert Group on Children at Risk

The Council of the Baltic Sea States decided already in 1997 that the CBSS should work to implement the UN Convention on the Rights of the Child. At the 1998 Summit in Riga, the Prime Ministers and Foreign Ministers supported CBSS initiated cooperation activities on children at risk, which firmly established the regional work and commitment to protect children at risk under the auspices of CBSS. In 2002, the CBSS Senior Officials established the Expert Group as a formal group of the CBSS and the Children at Risk Unit as part of the Secretariat.

The CBSS Expert Group on Children at Risk has through its history addressed areas of common interest, including transnational issues relevant to all member States, by engaging ministries and national agencies, ombudsmen for children, academia, organisations, as well as children. Today, the CBSS Expert Group on Children at Risk is acknowledged as a notable actor at the national and regional levels and by the Council of Europe, the EU and the United Nations.

Additional information about the work of the Expert Group and the Children at Risk Unit is available from www.childrenatrisk.eu.

Job description

The Senior Adviser and Head of the Children at Risk Unit reports to and works under the thematic supervision of the CBSS Expert Group on Children at Risk. Administratively the position is part of the International Secretariat of the Council of the Baltic Sea States (CBSS) where the Head of the Children at Risk Unit reports to the Director General.

The Senior Adviser and Head of Unit assists the CBSS Expert Group on Children at Risk with technical and administrative support and manages the budget and staff of the unit.

The Senior Adviser and Head of Unit suggest projects, initiatives and fundraising opportunities in the field of children at risk, following the mandate and the strategy document agreed upon by the Expert Group. She/he identifies and builds partnerships with ministries, ombudspersons for children, organisations, researchers and agencies in the region to develop and implement projects and actions to strengthen children's rights including their right to protection.

Promoting the well-being of children strengthens the sustainability, safety and security of the Baltic Sea Region. For more than 20 years Member States of the CBSS have addressed challenges and shared knowledge, models and good practices to support children's right to protection from abuse, exploitation, trafficking and violence with the CBSS Expert Group on Children at Risk as the hub of cooperation.

Main responsibilities:

- Provides technical and administrative support to the CBSS Expert Group on Children at Risk. Coordinates and consult with the Chair and Vice-Chair about strategic choices.
- Suggest strategic directions for work within the portfolio of Children at Risk.
- Draft an updated Mandate, Strategy on Cooperation on Children at Risk and Terms of Reference for Members of the Expert Group (2020 -2023).
- Develops annual plan, plan of activities, annual report and budget.
- Prepare and coordinate the bi-annual meetings of the Expert Group.
- Keep the members of the Expert Group updated about achievements, the implementation of projects and important events.
- Prepare high-quality background papers and strategic policy documents.
- Identify fundraising opportunities and relevant partners, develop and design proposals, implement projects and ensure narrative and financial reporting.
- Networking and liaising with governmental organisations, non-governmental organisations, parliamentarians, ombuds' offices for children, academia and international organisations such as the Council of Europe, the EU, WHO, the UN and the Global Partnership to End Violence against Children.
- Initiate and maintains relations with relevant experts, professionals and policymakers on issues relevant to the priorities of the Expert Group.
- Organise conferences and meetings on behalf of the Expert Group and represent the Expert Group at external conferences and meetings.
- Hire and supervise staff to the secretariat.
- Update the website for easy access to the work of the Expert Group and to showcase the achievements for others.
- Promote social media, twitter and media coverage of important events.
- Cooperate with other parts of the CBSS Secretariat where appropriate and participate in common activities as proposed by the Director General.
- 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.

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 in social/political sciences or other fields relevant to the position;
- A minimum of fifteen years of professional experience, including some of which are at the international level and/or a national level with links to the international processes on children at risk;
- Comprehensive knowledge of the rights of the child and the current international discourse on children's right to protection from abuse, exploitation, trafficking and all forms of violence;
- Managerial experience;
- Proven record of fundraising;
- Proven record of organising international workshops and conferences;
- Proven expertise in synthesising complex material;

- Strong organizational skills – a team player able to handle a multitude of tasks and prioritize;
- Well documented experience in project management and coordination;
- 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;
- Excellent oral presentation skills;
- Knowledge of other languages of the region is considered as an advantage;
- Computer literacy in MS office tools.

Terms of employment

The Senior Adviser and Head of Unit 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 2019**.

The place of employment is Stockholm.

The position 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.

Applications

Applications are accepted only from candidates who are citizens of the Member States of the CBSS.

Applications consisting of completed application form, CV and a letter of motivation should be submitted preferably via e-mail to:

Ms. Maira Mora
 Director General
 CBSS Secretariat
 P.O. Box 2010
 SE 103 11 Stockholm
 Sweden
 E-mail recruitment@cbss.org

All application documents must be presented in English.

Complete applications should be submitted not later than **3 March 2019**. Applications received after the deadline will not be considered.

Further information on the position can be acquired from Ms Turid Heiberg, Head of Children at Risk Unit on the phone +46 7 06671924 or e-mail: turid.heiberg@cbss.org



APPLICATION FORM

SENIOR ADVISER and HEAD OF CHILDREN AT RISK UNIT

FOR INTERNAL USE ONLY

Please provide complete information.

This form may be downloaded from the CBSS website at www.cbss.org

I. PERSONAL DATA

- 1. Name (last, first, middle)**

- 2. Address, tel. /fax and e-mail address**

- 3. Date and place of birth**

- 4. Nationality**

- 5. Gender**

- 6. Marital status and number of dependents**

II. EDUCATION

Please, list colleges and universities attended. For each, please provide the following information: (i) name and place, (ii) years attended (from/to), (iii) degrees and honours received, (iv) major subjects studied.

III. SUMMARY OF PROFESSIONAL SKILLS AND EXPERTISE (Max 200 words)

1. Present employment

Employment period:

Position:

Employer:

Address:

Area of work:

Major accomplishments:

2. Past employment

Please, list each of your past employments separately.

Employment period:

Position:

Employer:

Address:

Area of work:

Major accomplishments:

IV. SUMMARY REGIONAL/ INTERNATIONAL EXPERIENCE (Max 200 words)

V. LANGUAGES

1. Describe proficiency by placing the following numbers (A, B or C) in the appropriate box or boxes:

A Basic User

B Independent User

C Proficient User

EN	DK	EE	FI	DE	IS	LV	LT	NO	PL	RU	SE

2. Other language(s):

VI. COMPUTER SKILLS

VII. REFERENCES

Full name	Name of the organisations and the position held	Contact details
1.		Postal address: Tel.: Fax: E-mail:
2.		Postal address: Tel.: Fax: E-mail:
3.		Postal address: Tel.: Fax: E-mail:

VIII. DECLARATION

I confirm that all information stated in this application form is true and complete and I am aware that any incorrect statement may invalidate my application.

Date:

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Name or signature of the applicant