



The Barents Euro Arctic Council (BEAC) is seeking a candidate for the position of Head of the International Barents Secretariat (IBS)

The Barents Cooperation was established in 1993. Member states are Denmark, EU, Finland, Norway, Russia and Sweden. The unique feature of the Barents cooperation is that it is working on both interstate and interregional level through the two councils. The Barents Euro Arctic Council convenes every two years and is chaired by the foreign ministers. The continuous work of BEAC takes place through the Barents Committee of Senior Officials (CSO). CSO-meetings take place 4-6 times per year. Norway is the current BEAC-chair (2019-2021). Finland will take over the chairmanship from Norway in the autumn of 2021.

The Barents Regional Council convenes twice a year and is chaired by the governors. The continuous work of the Barents Regional Council takes place through the Regional Committee (RC). RC-meetings take place 4-6 times per year. Västerbotten is the current chair of the Regional Council.

The International Barents Secretariat (IBS) performs secretarial and administrative services and provides organizational support to the biennially rotating chairmanships of the Barents Euro-Arctic Council and the Barents Regional Council.

The IBS staff consists of three permanent employees and one expert for environment issues. The secretariat also has 2-3 interns yearly.

The primary task of the Secretariat is to support the work of the Barents Euro Arctic Council chairmanship as well as the chairmanship of the Regional Council.

The secretariat assists with administrative support in organizing meetings, and the day-to-day activities of the two chairmanships and the Barents cooperation in general. This includes:

- Follow up of the activities of the working groups under the Barents Euro-Arctic Council and the Barents Regional Council (reporting, technical assistance)
- To contribute to the communication/information schemes such as the IBS website and social media
- Administrative tasks related to the CSO officials and the Barents Regional Committee meetings

The Secretariat is located in Kirkenes, Norway.

Head of the Secretariat

Under the direction of the Chair of the Barents Council's Senior Officials (CSO Chair), as authorized by the Committee of Senior Officials (CSO) and supported by the Regional Committee, the Head coordinates the work of the Secretariat. The Head is responsible for the overall management and administration of the Secretariat's activities, including finance, administration, communications and outreach.

Responsibilities include:

- Managing the Secretariat's human resources, including recruitment, dismissal, and professional development.
- Managing the Secretariat's outreach and communication efforts in collaboration with the CSO.
- Preparing and implementing a budget and work plan and report on the activities of the Secretariat.
- Performing other duties as required and requested by the Barents Euro Arctic Council.

Qualifications and key experience requirements

- Be a national of Finland, Norway, the Russian federation or Sweden, with experience from living in the Arctic
- Experience from international multilateral cooperation on national and regional level, including from cross border cooperation in the Barents region
- Excellent knowledge (oral and written) of English and Russian, working level of Scandinavian (Norwegian/Swedish/Danish) will be an asset.
- Higher education in a relevant field in combination with proven qualifications and experience.
- A minimum of 10 years of professional experience in management that would be transferable to the position of Head of the Secretariat.
- Experience in financial administration, in strategic planning and in leading organizations.
- Ability to manage and resolve conflicts and disagreements in a constructive manner and build consensus to achieve common goals.
- Substantial knowledge of the political, historical, business and cultural scene of the Barents region, with a network of contacts both on the national and regional level.
- Ability to cooperate and communicate effectively with stakeholders at all levels.
- Excellent interpersonal skills and ability to exercise sound judgement.
- Ability to work long hours under pressure.
- Ability to work with different organizations, cultures and stakeholders to meet the Council's goals.

Remuneration

A competitive remuneration and allowances package is offered.

Appointment

The appointment is on a three-year fixed term basis. The appointment is renewable for two additional years fixed term subject to a decision of the CSO.

Application process

Candidates should submit their resume and applications to the Norwegian Chairmanship of the Barents Council

All information received will be treated confidentially.

The deadline for receipt of applications is 9 October 2020. The final selection of the candidate for the position will be decided by the CSO by the end of 2020.

The expected date for commencement is 20 January 2021.

Applications and requests concerning the position should be submitted in written to the Ministry of Foreign Affairs of Norway, CSO-chair, Ms. Gøril Johansen, addressed to **Barents.CSO.Chair@mfa.no**

For additional information on the IBS, please see <https://www.barentscooperation.org/en/About/International-Barents-Secretariat>