

EU-LAC Foundation

Job description and person specification for the post of Executive Director

Background

The Foundation

The EU-LAC Foundation was set up in Hamburg in 2011 following a decision of the EU-LAC Summit held in Madrid in 2010. Its objectives are to: contribute to the strengthening of the EU-CELAC bi-regional partnership process involving participation and inputs of civil society and other social actors; encourage further mutual knowledge and understanding between both regions; and enhance mutual visibility between the regions and of the bi-regional partnership itself. The Foundation has nine paid staff including the Director.

The Foundation was established as a civil law body in Germany pending conclusion of an agreement to upgrade it to an international organisation. Negotiations on the text of this agreement were finalised in January 2015, and the agreement was initialled on 9 June in Brussels, in the margins of the EU-CELAC Foreign Ministers' meeting. The text will now be subject to legal revision and the final version will have to be translated before signatures can commence.

The post of Executive Director

The Foundation's Statutes provide that it shall be managed by an Executive Director who is appointed by the Board of Governors for a term of four years. However, during the forthcoming period, the legal status of the Foundation may change from a private foundation under German law to an international organisation following the entry into force of the relevant agreement. Should this happen, the mandate of the Executive Director may be terminated.

The Executive Director's office shall be remunerated and shall alternate between a national of an EU country and a national of a CELAC country. If the appointed Executive Director comes from an EU country, the appointed President shall come from a CELAC country, and vice versa.

The terms of the current Executive Director and President, Peruvian and Austrian nationals respectively, will end on 31 October 2015. The next Executive Director will therefore be a national of an EU country, while the next President shall be a national of a CELAC country.

Functions of the Executive Director

The Executive Director acts as the legal representative of the Foundation and is required to exercise the following functions in compliance with its Statutes and Internal Regulations (not exhaustive list):

- Manage the Foundation and be responsible for the efficient and economic use of Foundation funds;
- Prepare the multi-annual and annual work programmes of the Foundation and its budget in consultation with the President;
- Appoint and head the staff of the Foundation, ensuring staff compliance with the objectives of the Foundation;
- Be responsible for the implementation of the approved work programme and budget;
- Submit periodic and annual activity reports, as well as financial accounts to the Board of Governors for adoption, maintaining transparent procedures and correct circulation of the information concerning all activities done or supported by the Foundation, including an updated list of those institutions and organisations identified at national level, as well as those participating in the activities of the Foundation;
- Prepare the meetings of and assist the Board of Governors;
- Conduct consultations and negotiations with the host country of the Foundation (Germany) and other relevant parties with regard to the details of the facilities to be enjoyed by the Foundation;
- Conduct negotiations of any agreement or legal instrument with international effects, with international organisations, States and public or private institutions on matters going beyond the administrative, day-to-day functioning of the Foundation, following due consultation and notification to the Board of Governors about the beginning and foreseen conclusion of these negotiations as well as periodical consultations about their content, scope and likely outcome; and
- Report to the Board of Governors on any legal proceedings involving the Foundation.

Required skills and experience

Candidates should:

- have proven experience in managing a small- or medium-sized organisation;
- have proven experience in staff recruitment, selection and management, including leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have proven experience in budgetary and financial management;
- have proven experience in planning, implementing and evaluating programmes of results-oriented activities;
- have strong drafting, oral communication and analytical skills combined with sound judgment;
- have good ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have good capacity to participate effectively in negotiations in the field of external relations with national authorities, international organisations and Member States;
- have proven experience of and interest in Latin America and the Caribbean;
- be fluent in English and Spanish.

Furthermore, the following would be assets:

- experience in working in an EU Delegation or an Embassy (or equivalent in an international organisation);
- proven capacity to coordinate committees and other meetings with national authorities, international organisations and civil society organisations;
- experience and knowledge of the external relations, internal policies, functioning of the European Union and of CFSP and CSDP-related issues;
- knowledge of German, French and/or Portuguese.