

December 2018

Job Vacancy - Executive Secretary of the CPMR Atlantic Arc Commission

I – Job summary

In charge of the operational management and member of the CPMR Management Committee, the Executive Secretary will provide the Atlantic Arc Commission (AAC) with proposal for actions and coordinate its activities. S/he will implement projects and decisions made by the Atlantic Arc Commission's executive bodies, in accordance with the CPMR and its Secretary General's guidelines. The Executive Secretary has operational responsibility for the Commission. Therefore, the position requires a forward-looking and proactive approach as well as work in networks with a range of actors and institutions at European level.

The Executive Secretary supports the core activities of the Atlantic Arc Commission by producing **policy positions and technical documents**, supporting inter-regional **cooperation projects** and organising **meetings**. S/he must be able to:

- Offer strategic advice to the Atlantic Arc Commission President and its members;
- Mobilise, organise and animate the political network of Atlantic Regions. This requires a good political savvy, clear relational qualities, methodology as well as a good knowledge of the regional, national and European institutional context and institutional interactions between the different level of governance;
- Prepare technical documents on themes that are linked to both current European issues and the spheres of competence most often devolved to regional and local authorities. This requires a good grasp of technical issues, very good writing skills and a deep understanding of the various actors' strategies as well as a good know-how of developing projects between regional actors;
- Identify and mobilise a network of expertise for the Regions and their cooperation projects;
- Handle relations between the Atlantic Arc Commission, the CPMR General Secretariat and the CPMR executive bodies.

II. Missions, tasks and duties

The Executive Secretary of the Atlantic Arc Commission is in charge of:

- Monitoring European legislations and policies of interest for Atlantic regions;
- Promoting and lobbying in favour of the Atlantic Arc Commission towards European institutions and Member States;
- Setting up ad-hoc working groups, coordinating and promoting their activities and work to feed in the positions and reflections of the Atlantic Arc Commission;
- Drafting Atlantic Arc Commission's strategic documents in relation with the Atlantic Arc Commission Presidency programme, the European context and the political activities of the CPMR;
- Preparing and carrying out the General Assemblies, Political Bureau meetings, Hubs meetings, ad-hoc working groups, meetings, seminars and conferences of the Atlantic Arc Commission;
- The cooperation with other Atlantic organisations;
- The links between the Atlantic Arc Commission and the managing authority of the INTERREG IVB Atlantic Area programme on Atlantic projects and policies to be carried out.
- Representing the Atlantic Arc Commission during the monitoring committees and other meetings of the INTERREG IVB Atlantic Area programme;
- Ensuring the representation and the communication of the Atlantic Arc Commission;
- Ensuring the relations between the Member Regions of the Atlantic Arc Commission;
- Ensuring the relations between the Atlantic Arc Commission, the CPMR General Secretariat and the CPMR executive bodies;
- Managing and/or participating in EU cooperation projects on policy areas relating to the Atlantic Arc Commission's priorities.

To ensure an efficient coordination with the Atlantic Arc Commission's Presidency, the Executive Secretary shall undertake to:

- Offer strategic advice to the President and the Member Regions of the Atlantic Arc Commission;
- Identify networks of expertise for the Presidency;
- Travel and meet with Atlantic Arc Commission member regions whenever necessary;
- Present an annual report for the CPMR General Assembly as well as summaries of Atlantic Arc Commission's actions for the Presidency and/or the CPMR Secretary General.

III. Qualifications and skills required for the position

- A Master's degree in one of the fields linked to the job description;
- Excellent knowledge of at least two of the usual working languages of the Atlantic Arc Commission is mandatory: English (compulsory) + preferably two other languages.
- At least 5 years' experience in a post of responsibility held within a regional or local authority or within a European international organisation/network or within a Member State;
- A solid understanding of the EU institutional framework and European issues in general and more specifically of European priorities for Atlantic Regions;

- Excellent written and oral communication skills. Proven drafting skills for technical and political papers;
- Strong interpersonal skills and good managerial and organisational skills.
- The successful candidate must be a positive team player with a problem-solving attitude. S/he will have to be proactive and reactive towards the Atlantic Arc Commission members. The position requires frequent travel in the Member Regions.

IV. Recruitment procedure

Applications (**CV and cover letter**) need to be sent by email to sec.caa@crpm.org by **Friday 11 January 2019 (13.00 ECT) at the latest**. **Acknowledgement of receipt** will be sent to each candidate.

A first series of interviews will take place at the beginning of February 2019 in Brussels. Selected candidates will be informed as the earliest opportunity.