



Job vacancy announcement and call for interest

The Baltic Assembly welcomes applications for the position of the Secretary General of the Baltic Assembly. This position is based in Riga.

All applications should include curriculum vitae of the candidate and a letter of motivation and must be received not later than **28th of September 2020**. All information should be submitted in English. Applications may be sent by post to *Citadeles 2-616, Riga, LV 1010, Latvia* or to the email address: larisa.udalova@baltasam.org

Job description

Secretary General is leading the Secretariat of the Baltic Assembly.

The Secretariat of the Baltic Assembly shall follow the principles of organisational work which, in the course of executing the duties and responsibilities of the Secretariat; guarantee observance of the interests of the Baltic Assembly member states, as well as lawful use of the property and funds of the organization; strengthen cooperation with other regional, international and interparliamentary organisations; ensure functioning of structural subunits of the Baltic Assembly; facilitate the continuity of the work of the Baltic Assembly.

Key responsibilities:

- to manage and organise the work of the Secretariat of the Baltic Assembly;
- to facilitate interparliamentary relationships with other international, regional and parliamentary organisations;
- to oversee the use of resources of the Baltic Assembly, draft initial draft budget and ensure that financial resources are being used effectively towards the results identified in the presidency plans.

Requirements for the candidate:

- Estonian, Latvian or Lithuanian citizenship;
- Fluency in one of the national languages of the Baltic states (Estonian, Latvian, Lithuanian) and in English as the working language of the Baltic Assembly;
- Master's degree;
- Experience in organisational work;

- Understanding of the political situation and processes in the Baltic states and countries of cooperation partners of the Baltic Assembly;
- Experience and understanding of international and parliamentary cooperation on a regional level;
- Ability to set strategic vision, skill of team-building, cooperation and excellent communication, critical thinking;
- Drivers licence (Category B).

Additional assets:

- Knowledge of additional foreign language (Russian, any other);
- Experience and knowledge of the work of the national parliaments;
- Experience in and in-depth understanding of international and regional cooperation;
- Additional education and training.

Terms of contract:

- Full-time position for a four-year term with the right to be appointed for another term;
- Salary will be in accordance with experience of the selected candidate – net EUR 1,400 – 1,800.

Selection procedure

Presidium of the Baltic Assembly will select a candidate for the Secretary General of the Baltic Assembly and to present the selected candidate to the Session for Approval. The Secretary General of the Baltic Assembly will be appointed to the post in compliance with the principle of consensus of the national delegations. On the basis of the decision of the Session, the President of the Baltic Assembly will conclude an employment contract with the Secretary General of the Baltic Assembly.