

7 December 2023



The Barents Euro-Arctic Council is seeking a candidate for the position of Interim Head of the International Barents Secretariat, located in Kirkenes, Norway

The Barents Euro-Arctic Council was established in 1993. Members are Finland, Denmark, Iceland, Norway, Sweden and the European Union. The Barents Euro-Arctic Council convenes currently every two years and is chaired by the foreign ministers. The continuous work of the council takes place through the Barents Committee of Senior Officials. The Committee of Senior Officials meetings take place 4 to 6 times per year. Since October 2023 Finland, Norway and Sweden are leading the work of the Barents Euro-Arctic Council in an interim Trio Presidency format for a one-year period unless otherwise decided.

A unique feature of the Barents cooperation is intergovernmental cooperation both on national and regional level. 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. The Regional Committee meetings take place 4-6 times per year. Region of North Karelia, Finland, is holding the chair of the Regional Council in 2023-2025 unless otherwise decided.

The International Barents Secretariat performs secretarial and administrative services and provides organizational support to the rotating chairship.

The International Barents Secretariat staff consists at present of two permanent positions and seconded experts. The secretariat also has 2-3 interns yearly.

The primary task of the Secretariat is to support the work of the chairships of the Barents Euro-Arctic Council and the Regional Council.

The secretariat assists with administrative support in organizing meetings and the day-to-day activities of the two chairs 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)
- Contribute to communication/information schemes of the Barents Euro-Arctic Council's website and social media
- Administrative tasks related to the Committee of Senior Officials and the Barents Regional Committee meetings.

Interim Head of the Secretariat

The Interim Head coordinates the work of the Secretariat from Kirkenes on a daily basis in consultation with the trio chair of the Senior Official's committee (CSO) and the regional committee (RC) and is responsible for the overall management and administration of the Secretariat's activities, including finance, administration, communications, and outreach.

Responsibilities also include:

- Managing the Secretariat's human resources, including recruitment, dismissal, and professional development.
- 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 or Sweden. Experience from living in the Arctic region is an advantage.
- Experience from international multilateral cooperation on national and regional level, preferably including cross border cooperation in the Barents region.
- Excellent knowledge (oral and written) in English. Good knowledge of Nordic languages is an asset.
- Higher education in a relevant field in combination with proven qualifications and experience.
- Professional experience in management.
- Experience in financial administration, in strategic planning and in leading an organization.
- 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.
- Ability to cooperate and communicate effectively with stakeholders at all levels.
- Excellent interpersonal skills and ability to exercise sound judgement.
- Ability to work efficiently 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 based on a fixed term assignment for one year subject to a decision of the Committee of Senior Officials.

Application process

Candidates should submit their resume and applications to the Ministry for Foreign Affairs of Finland, Ambassador Ms. Marja Joenusva, addressed to marja.joenusva@gov.fi.

All information received will be treated confidentially.

The deadline for receipt of applications is 9th January 2024. The final selection of the candidate for the position will be decided by the Committee of Senior Officials in due course.

The expected date for commencement is 1st of February 2024 or shortly thereafter.

Requests concerning the position should be submitted in written to:

The Ministry for Foreign Affairs of Finland, Ambassador, Ms. Marja Joenusva, addressed to marja.joenusva@gov.fi.

For additional information on the IBS, please see <https://barents-council.org/about-us/international-barents-secretariat>.