



# POSITION OF EXECUTIVE SECRETARY OF THE INTERMEDITERRANEAN COMMISSION

*(Political Lobbying/European Projects)*

## I. General Profile

The applicant must:

- be capable of offering strategic advice to the President and Political Bureau of the Intermediterranean Commission.
- be capable of mobilising, organising and running a political network of Mediterranean Regions. This requires interpersonal skills, method and a good command of the institutional interaction between Regions themselves, Regions and States and Regions and other stakeholders.
- be capable of drafting technical papers on issues relating to EU current affairs, areas of competence of regional and local authorities, and the main priorities defined by the Presidency. This requires a good technical command of the issues at hand, good writing skills, in-depth knowledge of the different stakeholders and a good experience in generating projects between regional stakeholders.
- be able to identify a good network of expertise that can be used to support the Regions and their cooperation projects.
- be capable of establishing good cooperation between the Intermediterranean Commission, the General Secretariat and the various Geographical Commissions of the CPMR.

## II. Initial Qualifications

In order to adequately fulfil these duties, the candidate should possess higher education qualifications (Master level) in one of the following areas: Europe, law, regional economy, international affairs, political science, geography or regional development.

Knowledge of the usual working languages of the Intermediterranean Commission (at least two languages, preferably three) is essential: English (compulsory), French, Spanish, Italian and Greek.

## III. Professional Experience

Sound professional experience is required in one or more of the following areas:

- a post held within a regional or local authority (preferably within the regional development sector and/or EU activities);
- consultancy in regional development, if possible in relation to EU contracts;
- regional development duties within an international organisation (preferably EU-based) or Member State.

#### **IV. Duties**

**The duties of the Executive Secretary of the Intermediterranean Commission include:**

- EU policy watch on issues of special interest to the Mediterranean Regions;
- Promotion and lobbying on behalf of the Intermediterranean Commission among EU bodies and Member States, under the authority of the Presidency of the Intermediterranean Commission and in consultation with the Secretary General of the CPMR;
- Setting up working groups, monitoring and promoting their work in order to feed into the Intermediterranean Commission's positions and considerations;
- Preparing and drafting strategic documents for the Intermediterranean Commission in line with the Presidency's programme;
- Preparing and coordinating General Assemblies, Political Bureau meetings, working group meetings, seminars and conferences organised by the Intermediterranean Commission;
- Facilitate cooperation with other Mediterranean organisations (ARLEM, Euroregions...);
- Facilitate cooperation between the Intermediterranean Commission and the Managing Authority of the INTERREG, MED, IPA and ENPI Programmes;
- Provide support for updating the website of the Intermediterranean Commission and communicate the Intermediterranean Commission's political messages as approved by the Presidency and the Political Bureau of the Intermediterranean Commission, using the tools available for the communication policy of the CPMR;
- Work with Member Regions, through regular contacts with the regional services in order to keep them informed about the activities of the Intermediterranean Commission and to coordinate their activities;
- Maintaining relationships between the Intermediterranean Commission and other CPMR Geographical Commissions, the CPMR General Secretariat and the CPMR Working Groups;
- Monitoring and taking part in cooperation projects on policy areas corresponding to the priorities of the Intermediterranean Commission.

**In order to ensure an efficient coordination with the Presidency, the Executive Secretary must undertake to:**

- Offer strategic advice to the President and Political Bureau of the Intermediterranean Commission;
- Identify the experts of the Mediterranean EU programmes and the specialised Mediterranean organisations, from both a technical and political point of view, to support the work of the Presidency;
- Work closely with the Presidency staff and establish suitable reporting tools to guarantee the smooth delivery of the Intermediterranean Commission's work programme;
- Present a six-monthly report on the activities and results of the Intermediterranean Commission;
- The position requires regular travel in the Mediterranean Regions.

#### **V. Recruitment**

Applications (CV + covering letter + salary expectations) are to be sent by email to [catherine.petiau@crpm.org](mailto:catherine.petiau@crpm.org) and [giuseppe.sciacca@crpm.org](mailto:giuseppe.sciacca@crpm.org) **by Friday 16 November 2012**. Confirmation of receipt will be sent to each candidate.

A first series of interviews will be held on the first week of December in Brussels (Belgium). Notification will be sent to the persons concerned as soon as possible.

**PERMANENT POSITION WITH A ONE YEAR TRIAL PERIOD – POSITION PREFERABLY BASED IN BRUSSELS (BELGIUM) – GROSS SALARY: €44,000/50,000**