

Vacancy Notice

Job title : Executive Director of the EU-LAC International Foundation

About the EU-LAC International 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. Since the entry into force of the international Agreement on May 17, 2019, it operates as an international organisation whose objectives are to:

- contribute to the strengthening of the bi-regional partnership between the EU and the EU Member States and the Community of Latin American and Caribbean States involving participation and inputs of civil society and other social actors;
- encourage further mutual knowledge and understanding between both regions;
- enhance mutual visibility between the regions and of the bi-regional partnership itself.

Functions of the Executive Director

The Executive Director is the legal representative of the Foundation and exercises the following functions in compliance with the international Agreement¹ and the Internal Regulations (not exhaustive list):

- Prepare the multi-annual and annual work programme of the Foundation and its budget in consultation with the President;
- Appoint and head the staff of the Foundation, ensuring its compliance with the objectives of the Foundation;
- Manage the Foundation and be responsible for the efficient and economic use of the Foundation's funds, as well as engage in generating additional resources through external financing from public and private institutions;
- Implement the budget of the Foundation as a whole, as well as the individual budgets and work plans for its Programmes and Activities, guiding and supervising the relevant staff to those ends;
- 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;
- Submit in addition and every four years to the Board of Governors, a report on the activities of the Foundation;
- Prepare the meetings and assist the Board of Governors;
- Consult, when necessary, the appropriate representatives of civil society and other social actors, notably the institutions which might have been identified by the Members of the EU-LAC Foundation, depending on the issue raised and the concrete needs, keeping the Board of Governors informed about the results of these contacts for further consideration;

¹ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22019A0412\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22019A0412(01)&from=EN)

- Conduct consultations and negotiations with the Host Country of the Foundation and the other Parties to the constitutive agreement with regard to the details of the facilities to be enjoyed by the Foundation in these States;
- 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;
- Report to the Board of Governors on any legal proceedings involving the Foundation.

Place of employment: Hamburg, Germany

Post available: 07/07/2024

The Executive Director's position is a **full-time job** which cannot be combined with any other professional activity.

The information about the salary, terms and conditions will be provided upon request (contact: selection-foundation@eeas.europa.eu)

ELIGIBILITY CRITERIA

Candidates should:

- be nationals of one of the Member States of the European Union and enjoy full rights as a citizen;
- have at least 12 years of relevant working experience.

SELECTION CRITERIA

1. Competencies

Candidates should demonstrate:

- Professionalism: professional competence in conscientious and efficient meeting of commitments, observing deadlines and achieving results.
- People-management skills and managing performance: ability to manage a team and to delegate the appropriate responsibility, accountability and decision-making authority, make sure that roles, responsibilities and reporting lines are clear to each staff member, create a respectful and harassment-free working environment in which all staff can use their experience and knowledge to the service of the Foundation's goals.
- Outstanding financial management skills: proven experience in managing cooperation programmes and managing budgets, combining knowledge of details with sense of purpose and priority in targeting resources; ability to work with limited financial resources and to raise funds;

- Accountability: ability to operate in compliance with organisational rules and regulations, to deliver outputs within prescribed time, cost and quality standards.
- Leadership: experience in proactively leading the organisation and developing mid-term and long-term goals and strategies to accomplish its objectives.
- Diplomatic and negotiation skills, including experience in working with high-ranking government and representatives of the civil society.
- Communication: ability to communicate effectively orally and in writing, to have analytical skills combined with sound judgment, to listen to others, and to be open in sharing information and keeping stakeholders informed.
- Networking: ability to create and maintain a network of external contacts with relevant organisations.
- Vision and innovation: ability to create an environment that fosters innovation and innovative thinking.
- Ethical standards: committed to the highest ethical standards.

2. Professional experience

- Managerial experience: 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, human talent management, particularly in a multi-disciplinary and multi-cultural environment.
- Have proven hands-on experience in budgetary and financial management.
- Have proven experience in planning, implementing and evaluating programmes and projects of results-oriented activities.
- Have diplomatic experience at a senior level to ensure representation, communication and management in a complex, multicultural environment.
- Have proven experience of and interest in EU relations with Latin America and the Caribbean.

3. Languages

Be proficient in English and Spanish.

- Ideally, possess working knowledge of German as the language of the host country
- Working knowledge of French, Portuguese and other languages of the partnership would be an asset.

Equal opportunities

Applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States are welcomed.

The selection process will be guided by the commitment to ensure equal opportunities, gender equality and to preventing discrimination on any grounds.

Conflict of interest

Candidates should have no vested interest that could interfere or may be perceived to interfere with his/her performance of official duties, refraining from managing or holding financial interests in any business if either the individual or the business has the opportunity to benefit from such an association by way of the Executive Director's position with the Foundation.

APPLICATION AND SELECTION PROCESS

Application process (until 20 January 2024)

Written applications including a cover letter explaining how the candidate meets the required qualifications and a curriculum vitae should be submitted by **20 January 2024** by mail to selection-foundation@eeas.europa.eu.

Late applications will not be accepted.

The selection process of the EU candidate for the post of Executive Director be organised in three stages:

- 1) Pre-selection of candidates
- 2) Panel interviews
- 3) Final interview

Pre-selection of candidates (20 January – 15 February 2024)

Each Member State and EEAS (for EU officials) will organise a pre-selection of candidates based on the criteria described in the vacancy notice.

EEAS will communicate to candidates the contact details of the national Focal Points for EU-LAC International Foundation corresponding to the nationality of the candidate² (or to the EEAS Focal Point for EU officials). EEAS will share the applications with relevant Focal Points.

The Focal Points will inform the candidates of the procedure that their Member State (or EEAS for EU officials) intends to follow in the pre-selection stage.

² Candidates with double nationality will be asked to indicate the one to be used for the purpose of this selection process. No change will be possible after that.

After pre-selection, Member States and EEAS will propose candidates, through their national Focal Points, by 15 February 2024 (one candidate per Member State and one from the EU, at most).

Panel interviews (February/March 2024)

A panel composed of the representatives of the European Commission, the EEAS, the EU Member States (Spain and Belgium as current and next EU presidencies), will make a selection on the basis of the qualifications and professional experience described in the CV and motivational letter. The panel will produce a shortlist of candidates who best meet the selection criteria for the post.

If the number of applications is higher than ten, the panel might decide to invite only a limited number of applicants for an interview.

Final interview (March/April 2024)

The best candidates shortlisted by the panel will be invited for an interview with the High Representative of the Union for Foreign Affairs and Security Policy.

Decision by the Board of Governors (April/May 2024)

The name of the EU candidate for the post of Executive Director will be communicated to the Board of Governors, which will appoint the new authorities of the Foundation during its first meeting next year (preferably in April and no later than in May 2024).

The new authorities of the Foundation should begin their mandates as of 7 July 2024.

Strict confidentiality will be applied to the full application process, complying at all times with the EU Data Privacy Regulation (EU 2016/679).