

CEFTA SECRETARIAT – BRUSSELS

VACANCY ANNOUNCEMENT

DIRECTOR OF THE CEFTA SECRETARIAT, BRUSSELS, BELGIUM

The Central European Free Trade Agreement (CEFTA 2006) is a modern and comprehensive regional free trade agreement, designed as an integral part of the pre-accession agenda. It provides a strong legal basis for policy formulation and implementation in key areas related to trade and investment. The successful implementation of the Agreement to date with full liberalisation of trade in goods has substantially contributed to the creation of a free trade area in South East Europe. The CEFTA Parties have agreed on an ambitious agenda to further contribute to economic growth.

The Secretariat of CEFTA 2006 was established in Brussels, Belgium, in September 2008 in accordance with the Article 40.2 of the Agreement. The overall role of the Secretariat is to provide technical and administrative support to the Joint Committee, Chair in Office and any body established by the Joint Committee.

A specially appointed Selection Committee is now seeking applications for the position of Director.

A detailed job description and [application form](#) are available at:

<http://www.cefta.int/vacancy>

Eligible applicants include civil servants from national administrations and personnel from international organisations, the private sector and civil society. The successful candidate will be offered a competitive contract by the CEFTA Secretariat.

Interested candidates should upload a letter and a completed application form as provided below (both in English).

The deadline for receipt of applications is midnight (CET), Friday, 10 February, 2017. Only short-listed candidates will be contacted for interview.

JOB DESCRIPTION: DIRECTOR, CEFTA SECRETARIAT

1. BACKGROUND INFORMATION

The Secretariat of the Central European Free Trade Agreement (CEFTA 2006) was established in Brussels, Belgium, on 8 September 2008 in accordance with the Agreement on Amendment of and Accession to the Central European Free Trade Agreement signed in Bucharest in December 2006.

The purpose of the Secretariat is to provide support to the Joint Committee - the governing body of CEFTA - including its appropriate bodies such as sub-committees, in accordance with the Mandate of the Secretariat adopted by the Joint Committee on 28 September 2007 and amended by the Joint Committee on 12 November 2010 and on 20 November 2013. The CEFTA Parties¹ and a number of donors including the European Commission currently finance the Secretariat and its activities.

The CEFTA Joint Committee in recent years has agreed on an ambitious agenda to further contribute to economic growth. This includes additional liberalisation and trade facilitation, as well as advancing investment related issues outlined in the Agreement. The Joint Committee has also endorsed the development of a close working relationship between CEFTA structures, the Regional Cooperation Council and other relevant organisations in the implementation of the SEE 2020 Strategy – a regional strategy that largely mirrors the EU's 2020 Strategy regarding smart, sustainable and inclusive growth. CEFTA is highly involved in the Integrated Growth Pillar that addresses trade and investment issues and has been nominated as the coordinator for this pillar. Furthermore, the CEFTA Secretariat plays an important role in securing and managing additional financing for the functioning of the Secretariat and for CEFTA related activities. To date, the Secretariat has secured substantial funding under the EC's IPA programme as well as from bilateral donors. Much of these funds are used to provide technical assistance and targeted expertise to assist the CEFTA Parties implement the Agreement and the various decisions of the Joint Committee. Thus the Secretariat has an important role to play in the project management of technical assistance activities. The Joint Committee's Decision to create a programme of Seconded National Experts to the Secretariat has increased the Secretariat's responsibilities in terms of capacity development.

The number of structures under CEFTA has increased and the work programme has expanded accordingly to accommodate these new challenges. The Secretariat has also evolved to support the larger work programme. The Secretariat comprises four full-time staff - the Director, two Technical Advisers and an Executive Assistant supported by a part-time financial assistant and a part-time projects assistant. A rotating system of secondments to the CEFTA Secretariat from the CEFTA Parties commenced in July 2015.

¹ The CEFTA Parties comprise Albania, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Serbia and the United Nations Interim Administration Mission in Kosovo (UNMIK) on behalf of Kosovo in accordance with United Nations Security Council Resolution 1244.

Four trade officials from Parties holding the Chair in Office and/or the Chair of CEFTA sub-committees are based at the Secretariat for a minimum of 6 months to support implementation of the work programme of the respective body.

2. Tasks and Objectives of the Position

The Director shall lead and manage the CEFTA Secretariat in a highly professional and impartial manner. S/he will ensure the provision of technical, management and professional support to the Joint Committee, its sub-committees and other bodies established under the Agreement. S/he will prioritise, co-ordinate and manage the work of the staff of the Secretariat in support of the Joint Committee and in consultation with the Chair in Office.

Specific tasks include:

1. Overseeing the provision of support for the preparation and implementation of the annual work programmes of the various CEFTA structures in cooperation with the respective Chairs;
2. Ensuring the proper organisation and follow-up of all meetings of the Joint Committee and its bodies. This shall include, but not be limited to, work involving research and preparation of background documents and/or technical papers, and all management and administrative measures necessary for the proper preparation and organisation of meetings;
3. Ensuring preparation in a timely fashion of draft minutes of all meetings for approval in accordance with CEFTA procedures;
4. Securing donor financing for the functioning of the Secretariat and for CEFTA related activities and managing and monitoring the progress of these initiatives (e.g. CEFTA Open Fund; Seconded Experts, etc.);
5. Ensuring periodic reports on the progress of Secretariat work to the Chair and to the Joint Committee;
6. Providing annual reports to the Joint Committee on the staffing, activities and finances of the Secretariat;
7. Financial management/budget planning;
8. Implementing and managing the practical affairs of the Secretariat in accordance with the “Headquarters” agreement with the Belgian authorities and with any financing agreements between the Secretariat and donor organisations;
9. Managing the operation and maintenance of the official archive of the Agreement in liaison with the Depositary and in accordance with the decisions of the Joint Committee.

3. Key Requirements

Requirements for this senior position include:

1. University degree (e.g. university diploma, masters, Ph.D) in a related area such as economics, business administration, law or public administration;
2. At least ten years' experience of trade-related issues in advisory or executive positions; an appreciation of the role of trade in private sector development, competitiveness and overall economic development would be an advantage;
3. In-depth knowledge and experience of working with international, multilateral and bilateral trade/economic development institutions and agreements (such as CEFTA, EC, WTO, IFIs, OECD, UNCTAD, WCO, EFTA); experience of working in a decision-making capacity or senior position would be an advantage as would experience of working with CEFTA structures;
4. Highly developed and proven management skills; experience of managing service projects funded by major international donors would be an asset;
5. Successful track record in securing donor financing for regional trade/economic development related activities and managing and monitoring of subsequent projects desirable;
6. Proven communication, advocacy and reporting skills; ability to work in a dynamic political and economic environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders;
7. Substantial experience of personnel/human resources, capacity building and financial management/budget planning;
8. Fluency in English.

4. Reporting

The Director will report to the Joint Committee. S/he will report to and consult with the Chair in Office on a regular basis to ensure the efficient management of the Secretariat in support of the Joint Committee.

5. Location/Contract

The Director will be based at the CEFTA Secretariat in Brussels. A contract of three years is foreseen in accordance with public sector standards (e.g. probation period of six months).

In line with relevant Joint Committee decisions, all things being equal, preference will be given to candidates from CEFTA Parties.

The Secretariat is an equal opportunities employer.