



Terms of Reference for the Post of Executive Director

Job description and professional requirements

Recalling Article 15 of the Agreement establishing the EU-LAC international Foundation and noting that the position of the Executive Director of the Foundation will be vacant on 9th February 2020, the Board of Governors decides to launch the selection process of the Executive Director and agrees on the job description and person specification for the post as follows:

The EU-LAC Foundation with its headquarters in the Free and Hanseatic City of Hamburg (Germany) is an international organisation of intergovernmental nature, which focuses on the strengthening of the bi-regional partnership between the EU and the EU Member States and the Community of Latin American and Caribbean States.

The Executive Director is the legal representative of the Foundation and exercises the following functions in compliance with the international Agreement and the Internal Regulations:

- Manage the Foundation and be responsible for the efficient and economic use of the Foundation's funds;
- 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;
- Implement the budget of the Foundation as a whole, as well as the individual budgets and workplans 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;
- Conduct consultations and negotiations with the Host Country of the Foundation and the other Parties to this Agreement with regard to the details of the facilities to be enjoyed by the Foundation in these States;



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- 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.

Candidates who are nationals of the Members of the EU-LAC International Foundation with the following qualifications may apply.

1. Competencies

Demonstrates:

- Professionalism: professional competence is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- 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;
- Accountability: ability to operate in compliance with organisational rules and regulations, to deliver outputs within prescribed time, cost and quality standards.
- 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.
- Leadership: experienced in proactively developing goals and strategies to accomplish the Foundation's objectives.
- Vision and innovation: creates an environment that fosters innovation and innovative thinking.
- Managing performance: delegates the appropriate responsibility, accountability and decision-making authority, makes sure that roles, responsibilities and reporting lines are clear to each staff member.
- Ethical standards: committed to the highest ethical standards.
- Diplomatic and negotiation skills, including experience in working with high-ranking government and representatives of the civil society.

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, 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 of results-oriented activities.



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- 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 bi-regional relations.

Overall, the candidate will be a seasoned professional with at least 15 years relevant working experience.

3. Language

- Be fluent 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 will be an asset.

4. 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.

Applications

Written applications including a cover letter explaining how the candidate meets the required qualifications, curriculum vitae and additional supporting materials related to the job qualifications should be received at Embassy of Bolivia in Brussels, Belgium, 176 Louise Avenue, 6th floor, 1050 Ixelles by **Monday, September 16, 2019**.

Applications may also be submitted electronically or by mail and should be sent to: pptcelac2019@embajadadebolivia.eu and members@eulacfoundation.org.

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