

# JOB POSTING

## Director Arctic Council Secretariat

---

### Arctic Council Secretariat

The Arctic Council was established in 1996 as a high level intergovernmental forum to promote cooperation, coordination and interaction among the Arctic states with the involvement of Arctic indigenous peoples and other Arctic inhabitants. The Arctic Council Chairmanship rotates every two years. Sweden is the current chair of the Council (2011-2013).

The Arctic Council is comprised of the eight Arctic states: Canada, the Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden and the United States. A unique feature of the Arctic Council is the involvement of six international Indigenous peoples' organizations as Permanent Participants: Aleut International Association; Arctic Athabaskan Council; Inuit Circumpolar Council; Gwich'in Council International; Russian Association of Indigenous Peoples of the North (RAIPON); and the Saami Council.

### Director of the Secretariat

Under the direction of the Chair of the Arctic Council's Senior Arctic Officials (SAO Chair), as authorized by the Senior Arctic Officials (SAOs), the Director coordinates the work of the Secretariat. As Director of the Secretariat you will report to the SAOs and you will be responsible for the overall management and administration of the Secretariat's activities, including finance, administration, communications and outreach. As the first Director of the Secretariat you will be responsible for ensuring the start-up of the Secretariat by May 2013, including the signing of a Host Country Agreement with the Government of Norway, ensuring that the Secretariat is registered and complies with the laws of Norway, and hiring staff. The Secretariat is located in Tromsø, Norway. You will be required to travel frequently.

#### *Responsibilities include:*

- Lead and manage the work of the Secretariat.
- Managing the Secretariat's human resources, including recruitment, dismissal, and professional development.
- Managing the Secretariat's outreach and communication efforts as directed by the Strategic communication plan and Communication guidelines.
- Preparing and implementing a biennial budget and work plan and report on the activities of the Secretariat.
- Signing contracts for the employment of staff as directed by the SAO Chair and the procurement of goods and services as required for the performance of the tasks assigned to the Secretariat.
- Performing other duties as required and requested by the Arctic Council.

### *Qualifications and key experience requirements*

- Be a national of an Arctic state.
- Hold an advanced university degree in a relevant field or a combination of proven qualifications and experience.
- A minimum of 10 years of professional experience in management that would be transferable to the position of Director of the Secretariat.
- Demonstrated experience in financial administration, including the preparation of budgets and the management of expenditures.
- Experience in strategic planning and in leading organizations through change.
- Ability to manage and resolve conflicts and disagreements in a constructive manner and build consensus to achieve common goals.
- Substantial knowledge of the Arctic region's political, historical, business and cultural scene, with a network of contacts in the region, would be an asset.
- Ability to cooperate and communicate effectively with stakeholders at all levels.
- Excellent interpersonal skills and ability to exercise sound judgement.
- Ability to work long hours under pressure.
- Ability to work with different organizations, cultures and stakeholders to meet the Council's goals.
- Excellent written and oral communication skills in English, working knowledge of another Arctic language will be taken into account as an asset.

### *Remuneration*

A competitive remuneration and allowances package, depending on professional experience and qualifications, is offered. As Director you will be included in the Norwegian social security scheme, including health care benefits, and a favourable private pension scheme. The salary is exempted from direct Norwegian taxation, but an internal fee comparable to the Norwegian income tax level will be deducted from the salary, and will cover e.g. contributions to social security and pension. For further details see the Arctic Council website:

[www.arctic-council.org/index.php/en/about-us/available-positions](http://www.arctic-council.org/index.php/en/about-us/available-positions)

### *Appointment*

The appointment is on a four-year fixed term basis. The appointment is renewable for one additional four-year fixed term subject to a decision of the Arctic Council.

### *Additional details*

Additional details, including a copy of the Terms of Reference, Staff rules and Financial rules for the Secretariat are available at the Arctic Council website.

### *Application process*

If you believe you have the profile we are seeking, please forward your resume with your letter of interest to the Swedish Chairmanship of the Arctic Council ([ac\\_chair@arctic-council.org](mailto:ac_chair@arctic-council.org)). Contact persons are Special Adviser Ms Paola Albornoz and Ambassador Mr Andreas von Uexküll (+46-8-4051000). All information received will be treated confidentially.

The deadline for receipt of applications is *4 August 2012*. The final selection of the candidate for the position will be decided by the Arctic Council in the autumn 2012.

The expected date for commencement is 1 February 2013.