

Challenging opportunities at the EU-LAC Foundation



The European Union – Latin America and the Caribbean Foundation is an institution created by the 33 States of Latin America and the Caribbean, the 27 EU member States, and the EU institutions, within the framework of their strategic partnership. Its goal is to connect the EU-CELAC intergovernmental process with the business, academic, and social sector, as well as, in a broad and general manner, the civil society of both regions. We seek to turn these sectors into actors forming part of a bi-regional strategic partnership they know and value and to generate debate focused on the challenges and opportunities of the strategic partnership. The EU-LAC Foundation has its seat in the City of Hamburg, Germany.

As a budding international organisation, the EU-LAC Foundation is consolidating its small team of dedicated staff, all to be based in Hamburg. We seek highly motivated, experienced professionals from the Foundation's member States to fill the following positions.

Programme Managers (m/f)

The EU-LAC Foundation runs four broad programmes: Explore, Connect, Communicate, and Venture. In order to devise, manage, and evaluate these programmes, the Foundation is seeking to appoint four Programme Managers (m/f) at the international level. The positions are based in Hamburg.

Administrative Positions (m/f)

In order to support the Programme Managers and the Foundation's Executive Director in their tasks, the Foundation seeks to appoint three administrative positions, to be considered as local staff. The positions are based in Hamburg.

Programme Manager (m/f) - Network Development

This position will contribute significantly to the Foundation's goal of becoming a network of networks. It will be in charge of identifying, establishing, and maintaining links with different actors in the bi-regional relationship, especially thematic, sectoral, or national networks involved in aspects of relevance to EU-Latin America and Caribbean relations. The role will coordinate the Foundation's "Connect" work programme, including the development of a specific programme strategy, the identification of areas for the establishment of bi-regional thematic networks, as well as possible projects to be executed by these networks. It will also facilitate, when necessary, the management of existing networks and follow up on their activities, as well as taking responsibility for the maintenance and updating of the Foundation's MAPEO database.

Requirements

- Advanced degree in Political Science, International Relations, Law, Economics, Management or related fields, plus minimum 10 years of professional experience in international project development, preferably in the EU/LAC context;
- Knowledge of topics and actors of the bi-regional relationship;
- Existing cross-sectoral contact network in both regions an advantage;
- Capacity to identify new areas of cooperation among varied actors in the bi-regional context;
- Ability to adapt to different thematic and cultural settings;
- Availability to travel within Europe, Latin America and the Caribbean;
- Working capacity in Spanish and English, other languages an asset.

Terms of Contract

- Contract duration is initially 2 years, with possibility for renewal;
- Full-time contract.

Programme Manager (m/f) - Research and New Developments

This position will be in charge of identifying and following up on topics relevant for the bi-regional partnership, thus contributing to the follow-up of priorities set by the EU-CELAC Summits and triggering debate in order to strengthen the bi-regional partnership. This includes the elaboration of a strategy for the Foundation's "Explore" Programme and managing its development, the identification of potential working partners and the management of certain inter-institutional agreements. It also includes the coordination of the Foundation's studies and research activities, including the identification and evaluation of external consultants for studies and research, the follow-up and evaluation of studies commissioned by the Foundation, their validation and quality control and the identification of potential areas of action and activities arising from these studies. The role will supervise the Foundation's Digital Library and organise virtual discussion forums through the Foundation's web site.

Requirements

- In-depth knowledge of the bi-regional relationship and familiarity with the Foundation's aims and objectives, as well as its governing environment;
- Advanced degree or Ph.D. in Political Science/International Relations or related discipline;
- Knowledge of the academic sector and extant network of bi-regional academic contacts;
- Experience and capacity of budgetary planning and execution;
- Practical experience in policy-making institutions a plus;
- Availability to travel within Europe, Latin America and the Caribbean;
- Excellent written and oral expression and ability to work in Spanish and English; other languages an asset.

Terms of Contract

- Contract duration is initially 2 years, with possibility for renewal;
- Full-time contract.

Programme Manager (m/f) - Information and Public Affairs

This role coordinates the Foundation's image development, including the development of a specific programme strategy for its "Communicate" Programme and its management, a work programme designed to increase the understanding and visibility of the EU-LAC relationship and the Foundation itself. The role will develop a fundraising and sponsorship strategy, create and maintain a network of media contacts in both regions and the positioning of the Foundation and the bi-regional relationship in the media, and identify issues on the bi-regional agenda that may be of interest to the media. It will support the development of an Action and Visibility Plan for the Foundation's President and consult with the President on speeches and presentations. The role is in charge of the Foundation's information material, its website (in consultation with the external Webmaster), and its presence in social networks. It maintains a database of communications contacts and manages the Bi-regional Events Calendar.

Requirements

- Advanced degree in Communications or related discipline and a minimum of 10 years of professional experience of communications in an international environment, or a minimum of 15 years of professional experience in the sector;
- Ability to develop, execute and evaluate a communications strategy;
- Advanced knowledge of written and spoken communication principles, practices, and techniques;
- Proven ability to acquire sponsorships and liaise with potential sponsoring institutions and collaborators;
- Knowledge of social network management;
- Experience in web content management; knowledge of Drupal programming/management an advantage;
- Availability to travel within Europe, Latin America and the Caribbean;
- Bilingual in English and Spanish (written and spoken), other languages an asset.

Terms of Contract

- Contract duration is initially 2 years, with possibility for renewal;
- Full-time contract.

Programme Manager (m/f) - Specific Programmes - Venture

This role coordinates the Foundation's "Venture" Programme, which covers Foundation activities on SMEs, innovation, R&D, and trade and business in general. The post includes the elaboration of a specific programme strategy, including evaluation and feedback mechanisms, the establishment and maintenance of relations with participants of the Venture Programme, especially Lombardy Region, the UN Economic Commission for Latin America and the Caribbean (ECLAC/CEPAL) and business, trade, and SME associations. The role will programme and execute activities within the Venture Programme, including the identification of areas of mutually beneficial cooperation for different actors in both regions, and carry out fundraising activities for the Venture Programme.

Requirements

- Advanced degree in Economics, Business Administration, or related discipline, plus 15 years of professional experience and knowledge of the public and private sector;
- Knowledge of and proven experience in the analysis of the economic realities of the bi-regional relationship;
- Experience in the integration of productive chains in the EU and LAC regions;
- In-depth knowledge of the SME environment, specifically of aspects relevant to improving productivity, professional training, Science and Technology, and applied research; established contact networks in any of these areas an advantage;
- Capacity to analyse and evaluate proposals for activities and projects within the Venture Programme;
- Experience in coordinating multi-actor projects;
- Availability to travel within Europe, Latin America and the Caribbean;
- Capacity to work in Spanish and English, other languages an asset.

Terms of Contract

- Contract duration is initially 2 years, with possibility for renewal;
- Full-time contract.

Office Manager (m/f)

This role supervises the Foundation's secretariat and reception. It prepares the Foundation's accounts in cooperation with external accountants, including auditing purposes. The role manages the Foundation's supplies and consumables (office material, supplies contracts, insurance, equipment, maintenance, etc.) and carries out any administrative tasks in connection to the maintenance of the Foundation's headquarters. The post is in charge of travel management (booking tickets, hotels, mission reimbursements, etc.) and of payments, including all banking transactions.

Requirements

- Professional secretarial training plus 15 years of related professional experience, or BA in Management, Business Administration, or similar with field related experience;
- Experience in accounting assistance;
- Working ability in English and Spanish, other languages an asset.

Terms of Contract

- Permanent full-time contract.

Administrative Assistant (m/f)

This position is in charge of assisting the Executive Director in his administrative tasks. It will coordinate his agenda and national as well as international travel in cooperation with the office management. The position administrates the Executive Director's correspondence and contacts, prepares letters and other documents in various languages, including translations, and handles them according to the Executive Director's instructions. When required, the position may assist the office management in its administrative tasks.

Requirements

- Professional secretarial formation and 2 years' experience in executive assistance or secretarial tasks, or a minimum of 5 years' experience in secretarial tasks;
- Experience in executive assistance, coordination of travel and events;
- Working knowledge of Spanish and English, German and others an asset.

Terms of Contract

- Permanent full-time contract.

Receptionist (m/f)

This role is in charge of the Foundation's reception area, including answering incoming telephone calls, making calls, administering incoming and outgoing correspondence, preparing letters, registers, and forms, based on drafts and corrected copies. The receptionist receives visitors, prepares meetings on the Foundation's premises (logistics), and provides general information to inquiries, transmitting oral and written information. The role assists the Office Manager in the administration of the Foundation offices and the supports the Programme Managers in their administrative needs.

Requirements

- Professional secretarial formation or a minimum of 2 years' experience in secretarial and reception tasks;
- Experience in coordination of events and preparation of meetings, coordination of agendas;
- Working knowledge of English, German and Spanish required, other languages an asset.

Terms of Contract

- Permanent full-time contract.

How to apply

Kelly Services, Inc. (NASDAQ: [KELYA](#), [KELYB](#)) a leader in providing international workforce solutions is charged to handle the application management process. For further information visit www.kellyservices.com

If you are interested in one of these attractive and challenging opportunities, please send us your complete application documents (CV, application letter, references) **in English** with information on your salary expectation and the earliest possible starting date to **ivonne.poetschke@kellyservices.de**.

The deadline for the submission of applications is **28 February 2013**.

For more information please contact **Ms Ivonne Pötschke**, consultant at Kelly Services, at +49 30 288771 1033.