

# **EUROMEDITERRANEAN FOUNDATION FOR THE DIALOGUE OF CULTURES**

## **EXECUTIVE DIRECTOR**

The Euro-Mediterranean Conference of Foreign Ministers in Naples, 2-3 December 2003, agreed on the launching of the Euro-Mediterranean Foundation for the Dialogue of Cultures. Under this decision it is foreseen that the Board of Governors will be responsible for the appointment of the Executive Director of the Foundation on a proposal from the European Commission.

In order to submit to the Board of Governors the short list, the Commission is launching the present Call for Candidatures. The profile for the Executive Director of the Euro-Mediterranean Foundation for the Dialogue of Cultures is described below.

### **EXECUTIVE DIRECTOR POSITION.**

Expressions of interest are solicited from qualified individuals, nationals of one of the countries of the Euro-Mediterranean Partnership<sup>1</sup>, to fill the position of the Executive Director of the Euro-Mediterranean Foundation for the Dialogue of Cultures.

The Foundation is expected to be operational from 1<sup>st</sup> of July 2004, once a decision has been taken on the location of its Headquarters.

The Euro-Mediterranean Foundation for the Dialogue of Cultures will be an independent institution created in the framework of the Barcelona Process. Its objectives will be: to promote areas of cultural convergence between the countries and peoples of the Mediterranean, to hold a close and regular dialogue between cultural circles often kept outside the main diplomatic and cultural exchanges and to serve as a catalyst for promoting exchanges, co-operation and mobility between people.

The Executive Director will work with a light administrative structure, of not more than eight staff for the management of activities executed by the Foundation itself as well as co-ordination of initiatives being carried out through the Euro-Mediterranean national networks. The administrative staff will be recruited by the Executive Director and will reflect the diversity of the Euro-Mediterranean partnership.

The Foundation shall be independently managed by its Executive Director who shall neither seek nor take instructions from any government or from any other body.

The responsibilities of the Executive Director of the Foundation will be:

- (a) to head the administrative staff and prepare the meetings;
- (b) to be the permanent link with the network of national networks;
- (c) to represent the Foundation in its external relations. He/she shall be the legal representative of the Foundation;
- (d) to ensure the implementation of the activity programme approved by the Board of Governors and execute the Budget;
- (e) to report to the Board of Governors and through the latter to the Euro-Mediterranean Ministerial Conference on the Foundation's overall activity;
- (f) to prepare the Foundation's multi annual work programme on a three-year perspective and a draft budget estimate, and submit them to the Board of Governors for adoption;

---

<sup>1</sup> The 35 Euro Mediterranean partnership countries include (as from 1.05.2004) the 25 EU Member States and the 10 Mediterranean Partners (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Syria, Tunisia and Turkey).

- (g) to submit an annual progress report to the Board of Governors on the implementation of the Foundation's three-year work-programme and the financial statements for the previous year for adoption;
- (h) to submit to the Board of Governors for adoption a draft annual work-programme for the coming year and a draft budget estimate.
- (i) to establish procedures ensuring transparency related to the submission of proposals and implementation of actions supported by the Foundation.

The term of office of the Executive Director shall be three years. This term of office shall be renewable one time. During the term of office the Executive Director shall be prepared to make his/her residence in the country of the Headquarters.

This position requires a senior executive (professional experience of 20-25 years) who possesses proven managerial expertise in the following areas:

- Experience in the work in the cultural field in the Euro Mediterranean region with special emphasis in the inter-cultural dialogue,
- Experience in the management of a multi-cultural multi-disciplinary team,
- Experience in the management of funds for programmes and projects , especially in the field of cultural dialogue,
- Experience in working with civil society in the Euro-Mediterranean Region
- Experience with the developments and achievements of the Euro-Mediterranean partnership.

An excellent command of both English and French is required. Knowledge of other languages spoken in the framework of the Euro-Mediterranean partnership (especially the Arabic language) will be considered an advantage.

The Euro-Mediterranean Foundation for the Dialogue of Cultures offers an internationally competitive financial package for this position equivalent to the level of Head of Unit (grade A3) in the European Commission (equivalent to €9346.34 gross basic salary) plus appropriate expatriation allowances.

The timetable for this selection procedure is dependant on the implementation of the decision creating the Foundation and, in particular, the final decision on the location of the Headquarters.

Applicants are requested to send a letter of interest and a curriculum vitae (by e-mail only) to the Directorate General for External Relations of the European Commission at the following electronic address: [relex-euromed-foundation@cec.eu.int](mailto:relex-euromed-foundation@cec.eu.int) . Applications must arrive no later than 20.00 on Tuesday the 13<sup>th</sup> of April 2004 (Brussels time).