



5 July 2017

## Vacancy Announcement: Post of Communication Secretary at the HELCOM Secretariat

Applications are invited from suitably qualified candidates for the post of a Communication Secretary at the Baltic Marine Environment Protection Commission - Helsinki Commission (HELCOM) Secretariat to take care of the external communication and public relations activities of HELCOM. The post, which is based in Helsinki, Finland at the Commission's Secretariat, will be filled in March 2018 .

The post is open to nationals of the Contracting Parties to the Helsinki Convention and nationals of any other state which is a Member State of the European Union.

HELCOM is an inter-governmental organization established for the purposes of the Convention on the Protection of the Marine Environment of the Baltic Sea Area, 1992, consisting of Denmark, Estonia, the European Union, Finland, Germany, Latvia, Lithuania, Poland, Russia and Sweden. The aim of the Convention is to restore the ecosystems of the Baltic Sea Area and preserve its ecological balance by preventing pollution from all sources reaching the Baltic Sea and ensuring the sustainable use of natural resources within the Baltic Sea Area.

The Commission is administered by its international Secretariat based in Helsinki, Finland. The Secretariat consists of an Executive Secretary, three Professional Secretaries, Communication Secretary, Administrative Officer and general and project staff. The Commission works in English.

HELCOM has over 40 years of experience of unique cooperation in the Baltic Sea Region bringing together the Contracting Parties and engaging actors from different institutions, sectors and interest groups in a common mission to reach a good environmental status of the Baltic Sea. The main duty of HELCOM is to make policies and recommendations on relevant measures to be implemented by the Contracting Parties. HELCOM Baltic Sea Action Plan (BSAP), including its follow-up commitments, is the main programme for action.

### Responsibilities

The Communication Secretary is responsible for:

- identifying, producing and using relevant information and communication means to support the implementation of the HELCOM strategies and policies;
- actively taking part and contributing to HELCOM processes as well as searching for and synthesizing any relevant information, with the aim of possessing a wide understanding of HELCOM issues;
- providing support for the development and execution of a HELCOM policy for information and awareness with the aim of influencing the political constituencies in the Contracting Parties in relation to the priority issues of HELCOM;
- assisting in identifying relevant and interested data providers to a HELCOM information network, and being responsible for HELCOM's contact with those;
- disseminating information about the activities of HELCOM to the media and the general public by producing news releases, preparing various publications and newsletters and by any other suitable means;

- developing and editing the contents of the HELCOM website and producing social media content (e.g. Twitter, Facebook, LinkedIn, YouTube) and non-conventional and innovative means of communication;
- any other tasks entrusted to him/her by the Executive Secretary.

The post description of the vacancy as well as the common requirements and duties for the Professional Secretaries are attached.

## Qualifications and experience

The person to be appointed shall:

- have a suitable university degree and a minimum of five years of relevant professional experience (in communication, information, public relations activities or journalism in the English language, preferably within the environmental field);
- demonstrate ability to apply digital media solutions, including social media, information management systems, word processing and other office-suite software as well as possess web and video editing skills and ability to employ other means of communication;
- understand the role of HELCOM and its Secretariat;
- have excellent social skills and be ready to communicate with a wide range of HELCOM contacts including officials and HELCOM stakeholders;
- have excellent organizational and administrative skills;
- have attention to detail and be meticulous, but also see how the details fit in the greater picture;
- feel comfortable with both carrying out simple communication tasks and hands-on work but also tasks requiring greater responsibility and be able to work independently and deliver against tight deadlines;
- be able to quickly grasp new issues, including technical and policy orientated, as HELCOM covers a wide range of topics and processes and enjoy expanding the field of responsibilities to new tasks and areas of expertise;
- be flexible and able to step in and help other colleagues as the office is small.

A thorough knowledge of the English language as well as the ability to draft quickly and concisely in English for various target groups is essential. Professional experience at the international level is an asset. Ability to use image editing and publication software is also an asset.

## Terms of appointment

The salary, which is non-incremental, is approximately 5.800 EUR per month. The salaries paid by the Commission are exempt from Finnish income tax. In addition, certain allowances may be payable, depending on personal circumstances.

The initial appointment is for three years, the first six months of which shall be a probationary period, with the possibility of a prolongation for another period not exceeding three years (3+3 years, maximum 6 consecutive years altogether).

The successful candidate is expected to take up his/her post in March 2018.

## Applications

Applications consisting of a cover letter with motivation and CV should be sent, preferably by e-mail, to Administrative Officer Satu Raisamo ([satu.raisamo@helcom.fi](mailto:satu.raisamo@helcom.fi)) on **24 September 2017** at the latest. Applications received after that date will not be taken into consideration.

The interviews will take place on 11 or 14 December 2017.

## POST DESCRIPTION FOR A COMMUNICATION SECRETARY OF HELCOM

The Communication Secretary will implement the existing Communication Strategy and elaborate new strategies for increasing political and public interest in the Baltic Sea environment and the work of HELCOM. This is to be done by coordinating and co-operating closely with the Contracting Parties to the Helsinki Convention.

To this end the Communication Secretary shall, under the direction of the Executive Secretary, *inter alia*, provide guidance to and supervise the daily implementation of the activities under his/her responsibility, including:

1. identify and produce relevant information and use the optimal means to support the implementation of HELCOM strategies and policies;
2. actively take part and contribute to HELCOM processes as well as search for and synthesize any relevant information, with the aim of possessing a wide understanding of HELCOM issues;
3. provide support for the development and execution of the HELCOM policy for information and awareness with the aim of influencing the political constituencies in the Contracting Parties in relation to the priority issues of HELCOM;
4. assist in identifying relevant and interested data providers to a HELCOM information network, and be responsible for HELCOM's contact with those;
5. disseminate information about the activities of HELCOM to the media and the general public by producing news releases, preparing various publications, publishing HELCOM news and by any other suitable means;
6. develop and edit the contents of the HELCOM website, including employing the possibilities of the social media (e.g. Twitter, Facebook, LinkedIn) and non-conventional and innovative means of communication.

**Qualifications:** Experience in communication, public relations or journalism, preferably within the environmental field, and a minimum of five years of relevant professional experience. Professional experience at the international level is an asset.

Current knowledge of information management systems, word processing and office suite software and communications systems. Web editing skills, knowledge of the Internet and related applications as well as the social media. Knowledge of image editing and publication software.

**Language requirements:** Excellent knowledge of English. Experience from writing communication material in English.

## **COMMON REQUIREMENTS AND DUTIES FOR THE PROFESSIONAL SECRETARIES OF THE HELSINKI COMMISSION**

The professional secretaries shall assist the Executive Secretary in performing functions conferred on the Executive Secretary, *inter alia*, by paragraph 5 of Article 21 of the 1992 Helsinki Convention and additionally by the 1992 Baltic Environment Declaration.

The Secretaries shall, under the direction of the Executive Secretary, *inter alia*,

1. Make necessary arrangements for the meetings of the subsidiary bodies and their sub-groups, *inter alia*:
  - a) prepare invitations, provisional agendas, secretariat documents and reports pertaining to such meetings;
  - b) present matters for consideration at such meetings;
  - c) act as Secretaries at such meetings; and
  - d) communicate documents relating to such meetings,

in so far as responsibility for this work or part of it is not assumed, by special arrangement, by a Contracting Party to the Helsinki Convention, an observer of the Commission.

2. In addition the Secretaries shall, as directed by the Executive Secretary:
  - a) respond to requests from Governments, international organizations, NGOs, institutions and individuals;
  - b) represent HELCOM at meetings related to HELCOM's field of responsibility; and
  - c) undertake such other tasks as may be assigned to her/him in the field of her/his competence.
3. The Secretaries shall compile, analyze and assess information related to their area of competence and draw the appropriate conclusions.
4. The Secretariat of HELCOM is understood as a team and each Secretary shall, under the supervision of the Executive Secretary, closely cooperate with the other Secretaries and the Administrative Officer as well as take due account of the work carried out within the subsidiary bodies of HELCOM.