



# Position Specification

**NATO Parliamentary Assembly**  
Secretary General

## Our Client

Since its creation in 1955, the NATO Parliamentary Assembly has provided a unique specialized forum for members of parliament from across the Atlantic Alliance to discuss and influence decisions on Alliance security.

Through its work and activities, the Assembly facilitates parliamentary awareness and understanding of the key issues affecting the security of the Euro-Atlantic area and supports national parliamentary oversight over defense and security.

Crucially, it helps to strengthen the transatlantic relationship and the values which underpin the Alliance.

The Assembly is institutionally separate from NATO but serves as an essential link between NATO and the parliaments of the NATO nations. It provides greater transparency of NATO policies and fosters better understanding of the Alliance's objectives and missions among legislators and citizens of the Alliance.

Since the end of the Cold War, the Assembly has assumed a new role by integrating into its work parliamentarians from countries seeking a closer association with NATO. Through this form of parliamentary diplomacy, the Assembly contributes to mutual understanding and to the strengthening of parliamentary democracy throughout the Euro-Atlantic region and beyond, thereby complementing and reinforcing NATO's own program of partnership and cooperation.

## The Role

The Secretary General oversees the NATO Parliamentary Assembly's Secretariat, which provides the research and administrative resources to support the policy work of the Assembly's leadership, committees and other bodies, and which also organizes sessions, seminars, Committee meetings, and other Assembly activities. The Secretariat has approximately 30 staff, of which nine are direct reports of the Secretary General.

The Secretary General also plays a key role in advising the leadership of the Assembly on matters of strategy, policy and procedure.

In addition, the Secretary General is central to the relationships between the Parliamentary Assembly and its member and partner delegations, ensuring that the Parliamentary Assembly is responsive to the Assembly's 375 members of parliament from member and partner nations.

The Secretary General maintains close relations with NATO, and, as the face of the Assembly in Brussels, acts as head of mission and is frequently invited to represent the Assembly at official functions.

Reporting to the President, s/he is elected by the Parliamentary Assembly's Standing Committee with a renewable term of two years and a maximum mandate of ten years.

## Candidate Profile

### Tasks and Responsibilities

- Management of the International Secretariat, including the supervision of the political as well as the administrative and financial staff.
- Ensuring that the International Secretariat is in compliance with all the applicable rules and legislation relating to employment and the performance of tasks, including the effective financial administration of the Assembly.
- Serving as the Chief Procedural Advisor of the Assembly.
- Advising the President, Bureau and Standing Committee on the development and implementation of the Assembly's strategic priorities.

- Managing, along with the Treasurer, the Assembly's finances in accordance with the Assembly's strategic priorities and financial regulations.
- Ensuring that Assembly sessions and other meetings are organised effectively and coordinating the activities of all the Assembly's bodies.
- Directing the Assembly's outreach and partnership programmes.
- Representing the Assembly as necessary at external meetings and events.
- Performing political and administrative functions as directed by the President, Bureau, Standing Committee and Assembly.
- Developing and guiding the Assembly's social media, press and communication activities.
- Working closely with Member delegations to ensure to the maximum extent possible that the Assembly represents their perspectives and providing advice and assistance as necessary to ensure that members are familiar with the Assembly's structures, procedures and practices.
- Assisting non-member delegations to ensure that they can participate effectively in all those Assembly activities relevant to their status within the Assembly.
- Maintaining a close relationship with NATO's international staff and national missions to ensure that they are aware of the Assembly's priorities and activities, and to promote cooperation between NATO and the Assembly.
- Liaising with other interparliamentary organizations and international bodies relevant to the Assembly work and interests.

## **The ideal candidate should possess the following qualifications, knowledge and experience**

- Advanced university degree in political science, international relations, law, social sciences or a related field.
- Proven experience in a senior management role, preferably within a parliamentary and/or interparliamentary environment.
- Excellent and nuanced communications skills, both orally and in writing.
- A keen sense of tact and diplomacy, with an ability to manage diverse stakeholders across member and partner countries, as well as an ability to communicate appropriately and confidently with high-level officials.
- A proven ability to draft speeches and policy papers.
- A minimum of ten years of experience in the field of international relations and a thorough understanding of NATO's roles, missions, operations, and practices.
- Knowledge of the relationship between the Assembly and NATO, as well as other international organisations which deal with foreign policy and security matters.
- A clear understanding of the role of the Assembly and the relationship between the Assembly's Secretariat and Assembly members.
- Fluency in either of the official NATO languages, and a good working knowledge of the other.
- Knowledge of other languages of member countries would be considered an asset.

Applicants need not hold a current security clearance, but tenure will depend upon obtaining a security clearance.

Please note that we can only accept applications from nationals of the 32 NATO member countries (list available on: [www.nato-pa.int](http://www.nato-pa.int)).

## **How to Apply**

NATO PA has retained Russell Reynolds Associates to advise it on this appointment. Please submit your full application by email to [astrid.berger@russellreynolds.com](mailto:astrid.berger@russellreynolds.com)

All applications will be acknowledged.

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Ref: Secretary General  
NATO Parliamentary Assembly

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Your submission should include:

- Please quote the role title and assignment code 2412-005BL in the subject heading of the email.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps in your employment history, giving details where applicable.
- A Supporting Statement of not more than two A4 sized pages succinctly highlighting your motivation, experience and skills against the requirements of the role.

The closing date for applications is **Friday, 28 February at 11:59 pm CET.**