



CENTRAL AND SOUTH EASTERN EUROPE NETWORK OF MEDIA CENTRES AND INSTITUTES

SEENPM¹ is a network of 15 media centres and institutes across Central and South Eastern Europe. From Albania to Moldova and from Bulgaria to Slovenia, its members strive to protect and defend freedom of the Press and journalism professional standards.

SEENPM's Vision is of a region where free, independent and professional media strengthens Freedom of Expression as a cornerstone of democracy in a united and diverse Europe. SEENPM believes that societies that don't respect freedom of expression as a fundamental right and journalists as key stakeholders of this right are losing out in social, political, cultural and economic development.

Since its foundation in 2000, SEENPM's objective has been to provide media professionals and media outlets with tools to report on the new shape the region was taking; SEENPM also aims at creating an environment where freedom of the press is protected and promoted.

SEENPM is looking for an Executive Director to lead the organization in a new phase of its organizational development and in the implementation of its strategic plan.

Functions

Reporting to SEENPM's Board, the Executive Director is SEENPM's chief operational officer. He/she provides strategic vision, high level institutional representation, leadership and management of the network's secretariat. Her/his main functions are:

- **Institutional representation:** Principal and most visible representative of the Network at all levels, especially in relation to governmental and non-governmental organisations
- **Spokesperson:** Primary representative of the Network in relation to the press, in public discussion panels and any other situation where SEENPM's position needs to be heard
- **Strategic Planning:** leads the development of the organisation's strategic planning
- **Governance support:** ensures that Board and membership fulfil their statutory obligations
- **Budget management:** responsible for the financial control of the Network's budget including financial management of projects
- **Operational Planning:** responsible for drawing up operational plans and budgets
- **Operational leadership:** in charge of planning and control of activities in the implementation of the operational plan

¹“SEENPM” stands for South Eastern European Network for the Professionalization of Media, the network's original and legal name. The network has expanded its geographical and conceptual initial remit but has kept the acronym that reflects its original identity and has made the organization known across the region.

- **Fundraising:** designs and implements strategies to provide the necessary funds for the adequate functioning of the Network's secretariat and for the implementation of its plans
- **Communication:** leads, coordinates and facilitates effective internal and external communication
- **Administration:** supervises day to day administrative and logistical issues
- **Human resources:** develops and implements human resources policies and practices in accordance to SEENPM's needs and values.

Skills and experience

SEENPM's Executive Director needs to comply with at least the following set of skills and experience:

- In-depth knowledge of Central and South East Europe gained through living and working in the region
- In-depth knowledge of the key issues regarding media and journalism development in the region
- Relevant university degree
- More than five years management and institutional representation experience
- Experience in supervising the work of external experts and working in partnership with other organisations in joint project implementation
- Experience in managing international projects and reporting to donors, including EU funded projects
- Experience in strategic and operational planning
- Understanding of membership organisations and networks
- Excellent command of English language
- Excellent interpersonal and communication skills
- Experience in communicating with the media
- A successful fundraising track record
- Experience in the design and management of communication strategies incorporating the use of digital tools and social media
- Availability and willingness to travel
- Experience in managing staff and coordinating teams face to face and at a distance
- Capacity to work on self-initiative and to motivate others.

Conditions of employment

This is a full-time position. The contract will be for the duration of two years with the possibility of renewal and with a six months probation period. The position could be based on one of the countries of the SEENPM region (Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Hungary, Kosovo, Macedonia, Montenegro, Moldova, Romania, Serbia and Slovenia), a country in the direct vicinity of the region or in Brussels. Other locations might be considered for exceptional candidates.

The salary will be competitive and commensurate with candidate's skills and experience depending on country of residence.

Application

To apply for the position please send your CV accompanied with a letter of interest outlining how your skills and experience are suited for the role.

Please send your application to seenpapplications@cij.hu, administered by the Center for Independent Journalism, SEENPM member, not later than 21st November 2014 at 18:00 Central European Time; please indicate in the subject line "SEENPM Executive Director Application".

Questions regarding this announcement can be sent to the same email address only until 10th of November 2014.

Virtual interviews are expected to take place in the week of December 1st 2014. We expect the successful candidate to start as soon as possible.

We regret that due to the high number of applications expected we will be contacting shortlisted candidates only.