SECRETARY GENERAL
OF THE COMMUNITY OF DEMOCRACIES

Position Summary

Reporting directly to the Governing Council, the Secretary General leads the Permanent Secretariat of the Community of Democracies.

The Secretary General supports the development of the Community of Democracies, provides strategic leadership, supports the Presidency and the Governing Council and coordinates implementation of the Governing Council’s decisions.

The Secretary General serves as a liaison to Governing Council members to ensure consistent communication and consensus building, and to facilitate their active engagement in a variety of strategic and operational priorities, including through participation in the Community of Democracies’ working groups.

He/she acts as a spokesperson for the Community, representing it at meetings of regional and multilateral international organizations whose agendas include democracy issues.

In collaboration with the Governing Council, the Secretary General leads the Permanent Secretariat’s efforts to conduct direct outreach with current and aspiring Governing Council participating countries and civil society organizations to build their meaningful involvement with the community.

The SG is responsible for effective management and mobilisation of the resources of the Secretariat, rationalising administrative functions, instilling efficiency and financial accountability, and adopting a forward-looking approach to organisational and financial matters to ensure continuity and consistency.

The Secretary General is responsible for timely submission of a proposed Budget and Work Plan for the year ahead, and an annual work report for the previous year. He/she is also responsible for facilitating the timely and effective execution of the Work Plan as mandated by the Governing Council.

The Community of Democracies is continuing to build communities of democratic reformers around the world, and the Secretary General will manage the Secretariat’s efforts to nurture these stakeholder groups, encourage peer learning and knowledge dissemination, and create momentum for the Community’s initiative to inspire new audiences.

The Secretary General identifies and cultivates strategic partnerships with international and civil society organizations that can actively support these priorities.

The Community of Democracies is recruiting new leadership to replace the current Secretary General, whose tenure ends in June 2017. The appointment is for a three year term, renewable once.

The Secretary General receives direction from the Presidency and the Governing Council and provides strategic leadership for the Community of Democracies Permanent Secretariat. The position is based in Warsaw, Poland (see attachment for specific terms under Host State Agreement).

The Community of Democracies is an intergovernmental coalition of states established in 2000 to bring together governments, civil society, parliamentarians, and the private sector in the pursuit of the common goal of supporting democratic rules and strengthening democratic norms and institutions around the world. For more information about the Community of Democracies, please go to http://www.community-democracies.org/.
Qualifications

- The Secretary General must be an accomplished leader and manager who can deliver on both strategy and execution of Governing Council priorities.
- Candidates should have a minimum of ten years of management and leadership experience in progressively responsible roles, and ideally in a multi-cultural setting with geographically dispersed staff.
- Extensive international work experience in democracy promotion is required, and candidates will ideally have an understanding of challenges in a variety of country and regional contexts.
- Candidates should have a strong familiarity with and a strong commitment to the work of the Community and the values enshrined in the Warsaw Declaration.
- Professional experience working closely with or in governments as well as with international and local civil society networks is highly desirable, as is experience in managing stakeholder relationships at the most senior levels.
- High political acumen and keen sense of political sensitivities of Governing Council members and Community participants.
- Successfully building, leading, and managing teams (whether in government, civil society, or in the private sector) is essential, as is a track record managing for results, as well as commitment to a well functioning and good working environment.
- Proven experience raising funds from institutional sources and managing donor relationships is similarly important.
- Experience effectively implementing directions from a board of directors, or other type of governing body, is also necessary.
- Excellent public speaking, presentation, and writing skills, and attention to detail, are an absolute must.
- A background with international, multi-stakeholder initiatives would also be helpful.
- An advanced degree or commensurate experience is required, as is complete fluency in spoken and written English; a working knowledge of other languages is highly desirable.

How to Apply

Send the following application materials to sg@community-democracies.org by May 25th, 2017:

- Cover letter expressing passion for the mission and fit for the role;
- Curriculum Vitae / Resumé; and
- Three References & Contact Information.

The search for a new Secretary General is being coordinated by the Community of Democracies’ Executive Committee chaired by the United States of America.

Specific questions about the position and the Community of Democracies can be directed to sg@community-democracies.org for a response by the Executive Committee.
Legal Status of the Permanent Secretariat

In accordance with the Host State Agreement between the Republic of Poland and the Presidency of the Community of Democracies concerning the Permanent Secretariat of the Community of Democracies concluded on 09 July 2012, which entered into force on 21 February 2013, the Permanent Secretariat is considered within the framework of Polish law as an organ of international organization.

The Permanent Secretariat, as an organ of the Community of Democracies, enjoys legal personality and capacity to perform its functions in the territory of the Republic of Poland, to the extent authorized by the Governing Council and the Presidency of the Community of Democracies.

The premises and archives of the Permanent Secretariat, occupied or kept for the performance of its official activities, are inviolable as described in art. 22 of the Vienna Convention on Diplomatic Relations of April 1961.

The privileges and immunities provided for in the Host State Agreement are conferred in the interest of the Secretariat and not for the personal benefits. Any person enjoying such privileges and immunities is obliged to observe in all aspects the laws and regulations of the Republic of Poland.

Privileges and immunities of the Head of the Secretariat

The Head of the Secretariat, as well as members of his/her family forming part of the households, unless they are nationals or permanent residents of Poland, shall enjoy accordingly, to the extent necessary for the carrying of his/her functions, the following privileges and immunities accorded to diplomatic agents by articles 29-34 of the Vienna Convention on Diplomatic Relations of 18 April 1961:

- Personal inviolability from any form of arrest or detention and prevention from any attack on his/her person, freedom or dignity

  (Art. 29 of the Vienna Convention)

- Inviolability of the private residence papers, correspondence and, except as provided in point below, his/her property,

  (Art. 30 of the Vienna Convention)

- Immunity from the criminal jurisdiction in Poland, immunity from its civil and administrative jurisdiction, except in the case of:

  (a) A real action relating to private immovable property situated in the territory of Poland, unless he/she holds it on behalf of the sending State for the purposes of the mission;

  (b) An action relating to succession in which the diplomatic agent is involved as executor, administrator, heir or legatee as a private person and not on behalf of the sending State;

  (c) An action relating to any professional or commercial activity exercised by the Head of the Secretariat outside his/her official functions.

No measures of execution may be taken in respect of the Head of the Secretariat except in the cases coming under subparagraphs (a), (b) and (c) above, and provided that the measures concerned can be taken without infringing the inviolability of his/her person or of his/her residence.

The immunity of the Head of the Secretariat from the jurisdiction of Poland does not exempt him/her from the jurisdiction of the sending State/home State.
No obligation to give evidence as a witness in Poland.  

(Art. 31 of the Vienna Convention)

- Exemption from social security provisions which may be in force in Poland  

(see details in Art. 33 of the Vienna Convention)

- Exemption from all dues and taxes in Poland, personal or real, national, regional or municipal, except:

(a) Indirect taxes of a kind which are normally incorporated in the price of goods or services;
(b) Dues and taxes on private immovable property situated in the territory of Poland, unless he/she holds it on behalf of the sending State for the purposes of the mission;
(c) Estate, succession or inheritance duties levied by Poland, subject to the provisions of paragraph 4 of article 39 of the Vienna Convention;
(d) Dues and taxes on private income having its source in Poland and capital taxes on investments made in commercial undertakings in Poland;
(e) Charges levied for specific services rendered;
(f) Registration, court or record fees, mortgage dues and stamp duty, with respect to immovable property, subject to the provisions of article 23 of the Vienna Convention.  

(Art. 34 of the Vienna Convention)

Conditions for waiver of immunity from jurisdiction enjoyed by the Head of the Secretariat are described in the Art. 32 of the Vienna Convention.

Residence and work permits

The Head of the Secretariat receives an identity card issued by the Ministry of Foreign Affairs of Poland, which indicates his/her official status and/or the diplomatic status, pursuant to Article 5.1(a) and Appendix VII. 4 in conjunction with Article 19 of Regulation (EC) No. 562/2006 of the European Parliament and the Council of 15 March 2006 establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code) (Official Journal of the European Union L.06.105.1, as amended).

Special/official identity card is valid for the period of appointment of the Head of the Secretariat and replaces residence and work permit in Poland.

Travel documents

The identity card together with a valid travel document, grants their holder the right to enter the territory of the Schengen Zone states, provided that the holder’s total stay in those countries does not exceed three months within a six-month period.

Travels outside of Schengen Zone requires valid diplomatic or regular passports with required visas.

The following persons are recognised as family members forming part of the same household with the Head of the Secretariat:

a) spouses,

b) children under 21, or under 25 if they are full-time students at Polish higher education institutions (confirmed by a certificate) and are unmarried. These restrictions do not apply to persons requiring continuous parental care for special reasons, such as bad health.

Family members not specified above (e.g. parents, grandparents, grandchildren) can be issued with residence documents in justified cases and provided the sending state respects the principle of reciprocity. However, such persons are not eligible for any privileges or immunities.