

TERMS OF REFERENCE OF THE EROPA SECRETARY-GENERAL

The Secretary-General serves as the principal administrator of the EROPA Secretariat-General based at the University of the Philippines National College of Public Administration and Governance, Quezon City, Philippines. Below are his/her role based on Articles 46, 48, and 49 of the Constitution.

S/he is nominated by the Executive Council (EC) and approved by the General Assembly (GA). S/he shall be responsible to the EC and shall reside in the country where the Secretariat-General is established.

S/he is part of the EROPA Executive Council by virtue of his position (*ex-officio*) but maintains a non-voting status.

The responsibilities of the Secretary-General shall include:

- a. Administering the day-to-day business and affairs of EROPA and the activities of the Secretariat-General
- b. Acting as Treasurer of EROPA and Secretary to the Executive Council and the General Assembly
- c. Negotiating the location of General Assembly and Executive council meetings to be held in each succeeding year
- d. Maintaining the accounts of EROPA
- e. Submitting to the Executive Council each year an audited financial report for the previous financial year, a budget for the forthcoming two years, a report on the activities of EROPA for the previous year, and a proposed work program for the forthcoming year
- f. Liaising with Technical and any other Centers of EROPA member countries
- g. Handling communications and correspondence
- h. Issuing publications of EROPA
- i. Carrying out such other duties as may be required from time to time by the General Assembly or the Executive Council.

S/he shall also appoint members of the Secretariat to assist with the work of the Secretary-General.

In addition to the responsibilities prescribed in the EROPA constitution, the EROPA Searching Committee prescribes that the ideal candidate should exemplify the following:

- Collaborator (strong communicator and relationship builder)
- Visionary and goal-oriented
- Eager to adopt new technologies for better communications and activities

MINIMUM QUALIFICATION STANDARD

The nominee must comply with the following requirements to be considered for the position of the Secretary-General:

EDUCATIONAL ATTAINMENT:

- Must have a postgraduate degree/s (masters and/or doctorate) in Public Administration, Political Science, Development Management, International Relations, or any program relevant to the interests of EROPA

EXPERIENCE:

- Must have at least ten years in leading either a government office, an academic office in an administrative capacity, and/or a non-government or international organization, or
- Must have at least ten years of teaching in a reputable academic institution in the EROPA region (at least Associate Professor level)

COMPETENCIES:

- Must be a specialist or known expert in the field of Public Administration
- Has demonstrated exemplary leadership in previous roles
- Has a vast network of alliances across government agencies, organizations, academic institutions, and other entities relevant to the interests of the EROPA
- Must be resourceful and able to mobilize support to implement the activities of the EROPA
- Has experience in the management of a journal publication
- Has an appreciation for collaborative research and activities within the EROPA region
- Values harmonious and scholarly relationship among academics and government officials
- High-level interpersonal, negotiation, and communication skills, including experience in a cross-cultural environment and international settings.

PUBLICATION POINTS:

- Must have built an excellent academic reputation backed by at least 10 to 15 published peer-reviewed scholarly journal articles, books, and/or others (indicate SCOPUS points, when necessary)

TRAINING:

- Has attended 120 hours of training relevant to Public Administration, Governance, and or Development Management as a trainee and/or lecturer

OTHER IMPORTANT REQUIREMENTS:

- Must be a bonafide resident of the Philippines, particularly in Metro Manila

- Must have been active in the EROPA activities for the last three years
- In good health and can handle the duties and responsibilities attached to the position
- Must be amenable to receiving \$1000 a month for compensation