



OSPAR Deputy Secretary

Post vacant from: August 2017
Closing date for applications: 30 September 2016
Location: Central London

The OSPAR Commission is seeking a university graduate with a minimum of five years' professional experience in environmental policy development and implementation. Experience in dealing with the implementation of international conventions is desired. Experience in working with data and information in policy making would also be considered an advantage.

Applicants must be nationals of one of the 15 OSPAR Contracting Parties or of any other State which is a Member State of the European Union.

Main duties and responsibilities

1. Assist the OSPAR Executive Secretary on policy issues regarding the implementation of the OSPAR Convention and OSPAR Strategy, in particular, related to the implementation of the Biodiversity Strategy and the Data and Information Management Strategy;
2. Prepare OSPAR meetings, including drafting agendas, meeting and working documents and identify follow-up actions, including liaison with OSPAR Contracting Parties for the implementation of OSPAR working programmes;
3. Support other work areas and contribute to the development and implementation of other strategic and cross-cutting issues as required, including in relation to delivery of periodic status reports;
4. Liaise with other regional environmental conventions and organisations in taking forward work under OSPAR Committees, as appropriate, and represent the OSPAR Commission in meetings, workshops and seminars organized by external organisations.

Education

University degree in environmental management, natural or environmental sciences or related fields.

Languages

English and French are the working languages of the OSPAR Secretariat. For this post, fluency in written and spoken English is required. Working knowledge of French would be an asset.

Required competencies

1. Strong organisational skills in coordinating and prioritising activities and administrative skills (including IT competences in a suite of office applications – word-processing, spread-sheets and data management);
2. Ability to work independently under general guidance, and to exercise initiative and judgement;
3. Excellent written and spoken English and document drafting, presentation and communication skills;
4. Ability to work under pressure to tight deadlines;
5. Ability to work as part of a team in an international cross-cultural context.

Applicants should demonstrate knowledge, experience and understanding of:

- environmental policy and its regulatory basis, with particular reference to the marine environment;

- the marine environment from an ecosystem perspective;
- practical, legal and institutional aspects of intergovernmental organisations;

and should have:

- the ability to address the application of environmental knowledge and information for the purposes of OSPAR's objectives and ongoing work;
- representational skills to present material to the Commission and its subsidiary bodies and to represent the views and policies of the Commission in other forums;
- experience that would help to further develop the Data and Information Strategy within OSPAR would be an advantage;
- ideally – particular experience or knowledge of global marine environmental regulation/ European Union's Marine Strategy Framework Directive or equivalent EU regulation and processes.

For further details please see the "job description" and the "application instructions" documents. For further information about OSPAR, please consult the website: www.ospar.org or telephone the Secretariat: +44 207 430 5200.