

## **OSPAR Executive Secretary – Intergovernmental Organisation**

**3 year appointment (initially). Basic Annual Salary – approximately £80 000 (plus allowances). Regular overseas travel required. Post based in London.**

**Position vacant from:** August 2017  
**Closing date for applications:** 15 January 2017

Applications are invited from suitably qualified candidates for the post of Executive Secretary to the OSPAR Commission. The OSPAR Commission is an international intergovernmental organisation established to implement the Convention for the Protection of the Marine Environment of the North-East Atlantic.

The Executive Secretary is the Commission's senior executive official and heads its Secretariat which is based in London. The role includes the title of Secretary to the Bonn Agreement which is a sister organisation supported by the Secretariat. The person appointed should have at least 10 years' work experience. This should include experience of working with, or in, international organisations or similar administrative experience. It would be desirable for candidates to have a clear overview and understanding of the problems of marine environmental protection and pollution-control measures. 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.

The Executive Secretary personally, or through the staff of the Secretariat, discharges the following functions: ensures the Secretariat effectively supports the Contracting Parties in their work in delivering the objectives of the OSPAR Commission; manages and is responsible to the Commission for the day-to-day management of the Commission's business, for drawing up budgets and for the control of the Commission's income and expenditure; acts as Executive Secretary at all meetings of the Commission, ensures that the Secretariat services all meetings of the Commission's subsidiary bodies and performs any other tasks that are entrusted to him/her by the Commission or by its Chairs. Similar functions apply as Secretary of the Bonn Agreement.

Further details and instructions on how to apply are given in the job description and the application instructions document. For further information, please consult the OSPAR website ([www.ospar.org](http://www.ospar.org)) or telephone the Secretariat: +44 207 430 5200.