



## Vacancy Announcement and Job Description for the post of Executive Secretary

1. Applications are invited from suitably qualified candidates for the post of Executive Secretary of the OSPAR Commission as well as Secretary of the Bonn Agreement. The post is based in London.
2. Under the Commission's Staff Rules, the appointment will be for an initial period of three years (subject to an initial period of probation). After a review at the end of that period, a second three-year contract may then be offered. There is a maximum period of service of six years, except in special circumstances.
3. The successful candidate will be invited to take up his/her post from August 2017.
4. The post is open to nationals of the Contracting Parties to the OSPAR Convention, that is, nationals from the following countries: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom and nationals of any other State which is a Member State of the European Union.

### **The OSPAR Commission**

5. The OSPAR Commission is an international intergovernmental organisation established to implement the Convention for the Protection of the Marine Environment in the North-East Atlantic. It consists of representatives of the Contracting Parties: that is, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Union. The work of the Commission is administered by a Secretariat based in London, which also supports a sister organisation, the Bonn Agreement.
6. The OSPAR Secretariat consists of an Executive Secretary, four Deputy Secretaries and five administrative assistants. The working languages are English and French.
7. The responsibilities of the Secretariat include the preparation of, and assistance at, the meetings of the Commission and of its subsidiary bodies; the preparation of reports and documents for these meetings; the general secretarial duties connected with the smooth running of the Commission's activities and relations with the public, the media and inter-governmental and non-governmental organisations. Similar functions apply to the Bonn Agreement but form a smaller part of workload for the Secretariat.
8. Further information about the OSPAR Commission can be obtained from the Commission's website at [www.ospar.org](http://www.ospar.org).

## **Description of the post**

9. The Executive Secretary is the Commission's senior executive official and heads its Secretariat. As such, the Executive Secretary personally, or through the staff of the Secretariat, discharges the following functions. He or she:

- ensures the Secretariat effectively supports the Contracting Parties in their work in delivering the objectives of the OSPAR Commission;
- 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 or her by the Commission or by its Chairmen.

Similar functions apply throughout this job description for the Bonn Agreement but form a minority of the workload for the post-holder.

10. The Executive Secretary is expected to contribute to policy formulation through the preparation of documents setting out options for consideration by the Commission and/or by its subsidiary bodies.

## **Requirements for appointment**

11. Since the work of the Commission must inevitably take account of the scientific and legal contexts, the person to be appointed should have reached a high educational standard at a university or in a professional qualification, preferably (but not necessarily) in a subject related to environmental sciences, environmental law or environmental management. Work experience in this field at a senior level will also be relevant.

12. Candidates should have at least ten years' work experience. Ideally, this should include experience of working with, or in, international organisations or similar administrative experience. It would also be desirable for candidates to have background knowledge of, and/or work experience with, the problems of marine environmental protection and pollution-control measures and related international and/or European Union regulation. Experience in working with policy making, for instance within national administrations will also be a strong advantage.

13. The person to be appointed will have to have good and proven organisational, administrative and presentational skills. He or she must be able to take responsibility for the management of the Commission's office, its staff and its finances in accordance with recognised good practice. He or she must also be able to set up, run and follow up a large number of meetings every year. In particular, the candidate's personality must permit him or her to get on well with representatives of Contracting Parties while pursuing the purposes of the Commission.

14. The bulk of the Secretariat's work is done in English, but documents, reports and publications are also produced in French and some of the correspondence is written in French. A thorough knowledge of English is therefore essential, as is the ability to draft quickly and concisely in English. French language skills for the post-holder are also highly desirable. Given equal qualifications and experience, preference will be given to a candidate who has a good knowledge of French.

15. The person to be appointed must be prepared for frequent travel to the member countries of the Commission and elsewhere, and accept the occasional working of long and irregular hours. He or

she should also be able to represent the views and policies of the Commission at meetings of other international organisations, being a clear communicator is therefore essential to the role.

### **Terms of Service and Remuneration**

16. The terms and conditions of service will be those set out in the Commission's Staff regulations ([Agreement 2000-14](#)). Further details on the salary and on allowances which may be payable are contained in the "Remuneration" document.

### **Application Procedure**

17. Further details of this post and the way applications should be made is included in the "Application Instructions" document.

18. The closing date for applications is **15 January 2017** and applications should be sent for the attention of the Executive Secretary to [secretariat@ospar.org](mailto:secretariat@ospar.org). The Secretariat will acknowledge receipt of your application by email. **If you do not receive an acknowledgement within a few days, please contact the Secretariat to check that your application has been received. Please include the following in the subject line of your email: "Application Executive Secretary 2017".**

19. The indicative timetable for this appointment procedure is as follows:

<b>Applications to be sent to the Executive Secretary</b>	<b>by 15 January 2017</b>
Shortlisting of candidates	28 January 2017
Interview with short-listed candidates resulting in a recommendation for appointment	22/23 February 2017
Approval procedure finalised	10 March 2017
<b>Successful applicant to take up appointment</b>	<b>August 2017</b>