



**OSPAR  
COMMISSION**

*Protecting and conserving the  
North-East Atlantic and its resources*

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## **Vacancy Announcement and Job Description for the post of Data and Committee Assistant**

Applications are invited from suitably qualified candidates for the post of Data and Committee Assistant at the Secretariat of the OSPAR Commission.

Under the Commission's Staff Rules, the appointment will be for an initial period of three years (subject to successful completion of a probationary period).

The closing date for applications is **11 April 2017**. Interviews will be held on **25 April 2017** and the successful candidate will be invited to take up his/her post as soon as they are available.

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.

Salary is in the region of £31 676 with very attractive benefits related to international civil servant status.

Location: Secretariat offices, central London.

### **The OSPAR Commission**

The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic Ocean. It consists of representatives of the Contracting Parties: 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 Commission is administered by a Secretariat based in central London, which also supports a sister organisation, the Bonn Agreement.

The Secretariat consists of an Executive Secretary, four Deputy Secretaries and six administrative assistants (including this post). The working languages are English and French.

The OSPAR Commission has a challenging and dynamic role, working with its Contracting Parties to understand the changing environment and uses of the North-East Atlantic, and then planning and agreeing policies to help in conservation and protection. The work of the Commission is of an international nature, involving cooperation and negotiation between the Commission's sixteen Contracting Parties. The responsibilities of the Secretariat focus on facilitation of the Commission's work. This includes guidance to the representatives of the Parties, preparation of, and assistance at, the meetings of the Commission, its Committees and working groups, 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 intergovernmental and non-governmental organisations.

Further information about the OSPAR Commission can be obtained from the Commission's website at [www.ospar.org](http://www.ospar.org)

Information about the Bonn Agreement can be found at [www.bonnagreement.org](http://www.bonnagreement.org)

## **The Post**

This is a new post that will cover general administrative needs within the Secretariat as well as a data role. The data aspect of the role will be assisting the Data Administrator in data management activities including entry of data to the OSPAR Data Portal, [odims.ospar.org](http://odims.ospar.org)

The OSPAR Data Portal has recently been published following a number of years' work in preparing and implementing the OSPAR data and information management strategy. The strategy is entering a new phase with an increasing demand on data and information to support the work of the OSPAR Commission. This post has been created in response to this demand.

The post will also include more general administrative work to support OSPAR's Deputy Secretaries in delivering OSPAR's Committee work, including practical organisational aspects, helping write meeting reports and documents, and following up the work of the Committees and their working groups.

The suitable candidate will be a self-starting and motivated individual with very good organisational skills. They must be detail-orientated. Experience of managing datasets from a number of discrete sources, use of desktop GIS and database software are key. He/she must be a good networker and communicator in order to be able to interact with our Contracting Parties' administrations and ensure that the products and reports requested by the Commission are being delivered. Candidates should be able to demonstrate team-orientated skills and a willingness to "muck in", given the need to assist at Committees and to work within a small Secretariat team and with the wider network of Contracting Party colleagues. The ability to translate into French will be a distinct advantage.

Potential skills/experience to offer to the role:

- Experience in relevant or comparable administrative roles;
- Ability to get up to speed with relevant technical, legal and policy orientated subjects;
- Experience using spatial and non-spatial databases alongside GIS to input, manipulate, interrogate, output and interpret datasets;
- Experience of ESRI and open source GIS software with some knowledge of SQL and/or Python;
- Advanced use of desktop spreadsheet and database applications (e.g. MS Excel, MS Access, SQL);
- Knowledge of different types and characteristics of data, spatial and temporal variability, quality assurance and quality control standards;
- Excellent organisational skills and flexibility in prioritising different tasks;
- Excellent verbal and written communication skills;
- Language ability – bilingual (English/French), including the ability to translate into French, a strong advantage;
- Some international experience an advantage.

If you have any questions about the requirements of the post please contact [chris.moulton@ospar.org](mailto:chris.moulton@ospar.org)

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

## **Terms of Service and Remuneration**

The terms and conditions of service will be those set out in the Commission's Staff Regulations (Agreement 2000-14, available on the OSPAR website). Further details on the salary and on allowances which may be payable are contained in the "Remuneration" document.

## **Application Procedure**

Candidates should send a covering letter explaining how they meet the requirements of the post as set out in the bullet points above and a CV by email to: [secretariat@ospar.org](mailto:secretariat@ospar.org). Please include the following in the subject line of your email: "Application – Data and Committee Assistant".

The Secretariat will acknowledge receipt of all applications by email. If no acknowledgement is received within two days, applicants should contact the Secretariat to check that their application has been received.

### **Indicative timetable for this appointment procedure:**

Applications to be sent to the Secretariat:

**By 11 April 2017**

Shortlisting of candidates:

**By 18 April 2017**

Interview with shortlisted candidates:

**25 April 2017**

Successful applicant to take up appointment:

As soon as available