



OSPAR Deputy Secretary

Starting date:	No later than 1 August 2018
Closing date for applications:	23 October 2017
Location:	Central London
Salary:	Approximately £61 000/year

Profile: University graduate (preferably in environmental management, natural or environmental sciences) with a minimum of five years' relevant professional experience. Experience in dealing with the implementation of international conventions is desired. The person appointed will be primarily responsible for work related to OSPAR's Committee on the Environmental Impact of Human Activities (EIHA).

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

For a complete job description and instructions on how to apply please consult the OSPAR website: www.ospar.org.

Main duties and responsibilities

1. Assist the OSPAR Executive Secretary on policy issues, in particular related to the Environmental Impact of Human Activities under the Biodiversity Strategy;
2. Prepare OSPAR meetings, including drafting agendas, meeting and working documents and identify follow-up actions;
3. Contribute to the development and implementation of other strategic and cross-cutting issues;
4. Liaise with other regional environmental conventions and organisations.

Required competencies

1. Strong organisational skills and administrative skills (including IT skills);
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. Working knowledge of French would be an advantage;
4. Ability to work under pressure to tight deadlines, and to work as part of a team in an international cross-cultural context;
5. Knowledge, experience and understanding of environmental policy and its regulatory basis, and of practical, legal and institutional aspects of intergovernmental organisations;
6. Knowledge of the practical, legal and institutional operation of intergovernmental organisations;
7. 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;
8. Ideally - experience or knowledge of global marine environmental regulation/ European Union's Marine Strategy Framework Directive or equivalent EU regulation and processes;
9. Experience in managing/leading projects is desirable as is experience of working in an international environment or organisation.