



VACANCY ANNOUNCEMENT FOR THE POST OF PROJECT COORDINATOR – SHORT TERM

CLOSING DATE FOR APPLICATIONS¹: 12 October 2020

The post is open to nationals of the Contracting Parties to the OSPAR Convention: 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.

1. Applications are invited from suitably qualified candidates for the post of Project Coordinator in the Secretariat of the OSPAR Commission for the period January 2021 up to November 2022 (22 months) subject to an initial three-month period of probation. The Project Coordinator would be remunerated a basic salary in the region of £33,500 per annum.

2. The Project Coordinator will be responsible for supporting the work of OSPAR's Intersessional Correspondence Group on managing delivery of the Quality Status Report (ICG-QSR) and will play an essential role in helping draw the many strands of QSR 2023 work together. The Project Coordinator will be expected to:

- support the development of thematic assessments, common indicator assessments, candidate indicator pilot assessments and other assessments and will therefore make themselves familiar with the full range of the activities related to development of indicators and assessments. This may involve drafting first versions of technical reports, presenting them to Committee meetings and redrafting the content based on the requirements of the Contracting Parties to OSPAR;
- have a strong role in drafting and editing the thematic assessments for some topics, and will support expert teams drafting reports on other topics;
- have a role in editing and supporting other outputs for quality and consistency; and
- be responsible for helping to organise workshops to disseminate and discuss draft versions of the thematic assessments.

3. The Project Coordinator will be guided by the Deputy Secretaries when working on the topics relating to the Committees they support. The Project Coordinator will support the work of ICG-QSR. He/she will work closely with several expert groups developing the assessments which will be the output for the project. The Project Coordinator will regularly update OSPAR subsidiary bodies on progress of work in delivering the QSR 2023.

4. A complete job description and information on how to apply for the post can be obtained from the Commission's website: <http://www.ospar.org/organisation/vacancies>

¹ Applicants' data will be handled in line with the OSPAR Privacy Policy, <https://www.ospar.org/privacy>