



OSPAR
Commission
The Aspect
12 Finsbury Square
London, EC2A 1AS

Vacancy Announcement and Job Description for the post of Assistant¹

We are looking for an enthusiastic, delivery focused Assistant to join the OSPAR Secretariat to help drive forward our work to protect and conserve the marine environment of the North-East Atlantic.

The OSPAR Commission

1. 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 London, which also supports a sister organisation, the Bonn Agreement.
2. The Secretariat supports the work of the OSPAR Commission and the Bonn Agreement and its responsibilities are to help the OSPAR Commission and the Bonn Agreement develop and implement policies and regulations. The Secretariat is currently composed of an Executive Secretary, four Deputy Secretaries, six administrative assistants and one project coordinator. The working languages are English and French. We are currently recruiting an additional Deputy Secretary.
3. Further information about the OSPAR Commission can be obtained from the Commission's website at [OSPAR Commission | Protecting and conserving the North-East Atlantic and its resources.](#)

Description of the post and requirements

4. This post is designed to support the delivery of specific tasks and work areas. As tasks and projects are completed, new tasks will be identified. The Assistant will work closely with the Deputy Secretaries with responsibility for the thematic area of work. The role will involve collating and coordinating inputs from Contracting Parties, drafting papers as well as practical organisational aspects, such as helping to write meeting reports, and following up the work of the Committees and their working groups.

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



5. The post may involve some travel within Europe and irregular working hours. The role will provide support to drive progress across a number of work areas. The initial priorities will include, but are not limited to:

- i. facilitating implementation by Contracting Parties of agreed measures for OSPAR Listed threatened and/or declining species and coordinating the status assessment process for all listed features;
- ii. supporting the development of an action plan to address noise pollution; and
- iii. supporting work on common indicators to evaluate if good environmental status has been achieved.

Future work areas could include tasks or projects related to: renewable energy, climate change and ocean acidification, marine litter, assessment of cumulative impacts, natural capital accounting, and OSPAR assessments of the marine environment. The selection of work areas will be based on priorities agreed by OSPAR and capacity within the Secretariat.

6. The person to be appointed will have attained a university degree, preferably in natural/environmental sciences, environmental engineering, environmental management, and will have had at least three years' work experience of relevance to the duties of the post.

7. The successful candidate will be a self-starting and motivated individual with very good organisational skills and be able to demonstrate team-orientated skills and to work within a small Secretariat team and with the wider network of Contracting Party colleagues.

8. Skills/experience required for the role:

- i. Experience in relevant or comparable administrative roles;
- ii. Ability to get up to speed with relevant technical, legal and policy orientated subjects;
- iii. Excellent organisational skills and flexibility in prioritising different tasks;
- iv. Excellent verbal and written communication skills and ability to network and interact with our Contracting Parties' administrations and to ensure that the products and reports requested by the Commission are being delivered; and
- v. Knowledge of marine policy issues and related international ocean governance policy would be an advantage.

9. The bulk of the Secretariat's work is conducted 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, accurately and concisely in English. Given equal experience and skills, preference will be given to candidates who also have a good knowledge of French.

Terms of Service and Remuneration

10. OSPAR Secretariat staff enjoy privileges and immunities in line with the Headquarters Agreement between the Government of the United Kingdom and OSPAR. The salaries of OSPAR Secretariat staff are exempt from UK income tax. The remuneration package is in the region of £34 400 with attractive additional allowances and benefits depending on entitlement. Further details on the allowances which may be payable are set out in the Commission's Staff Regulations (Agreement 2000-14).

Applications

11. Applicants should send a copy of their CV and short (maximum 2 pages) covering letter explaining why they consider they meet the requirements of the post to the Executive Secretary.
12. In accordance with the Commission's Staff Regulations, the appointment will be for an initial period of three years (subject to successful completion of a probationary period). After a review at the end of the three years, the contract may be extended.
13. 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.
14. This is a new post. The successful candidate will be asked to take up the post as soon as possible.
15. Location: Secretariat offices, The Aspect, 12 Finsbury Square, London, EC2A 1AS.

Timeline

16. The closing date for applications is **31 January 2022** and applications (CV and covering letter (see paragraph 11)) should be addressed to the Executive Secretary (secretariat@ospar.org).
17. 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 Assistant 2022".**
18. The *indicative* timetable for this appointment procedure is as follows:

Step	Date
Applications to be sent to the Executive Secretary	31 January 2022 at the latest
Shortlisting of candidates by	14 February 2022
Interview with short-listed candidates resulting in recommendation for appointment (subject to prevailing Covid-19 restrictions these may be held on-line)	w/c 21 February 2022
Successful applicant to take up appointment on	As soon as possible