



## Vacancy: Assistant – OSPAR Commission Secretariat

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

The post is open to nationals of the Contracting Parties to the OSPAR Convention, and any other State which is a Member State of the European Union. For a complete job description and information on terms of service, eligibility, and how to apply<sup>1</sup>, please consult the OSPAR website (link below).

<https://www.ospar.org/organisation/vacancies>

Deadline for applications: **31 January 2022**

<b>Summary of Role</b>	<p>This is a new post within the Secretariat designed to support the delivery of specific tasks and work areas. As tasks and projects are completed, new tasks will be identified. The initial priorities will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• supporting the development of an action plan to address noise pollution; and</li> <li>• supporting work on common indicators to evaluate if good environmental status has been achieved.</li> </ul> <p>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.</p>
<b>Skills/experience required</b>	<ul style="list-style-type: none"> <li>• Experience in relevant or comparable administrative roles. Excellent organisational skills and ability to prioritise different tasks;</li> <li>• Ability to get up to speed with relevant technical, legal and policy orientated subjects;</li> <li>• Excellent verbal and written communication skills; and</li> <li>• Knowledge of marine policy issues and related international ocean governance policy would be an advantage.</li> </ul>
<b>Basic salary</b>	<p>The salaries of OSPAR Secretariat staff are exempt from UK income tax. The <u>basic salary</u> of approx. £34 400 per annum is after deduction of Commission tax and rises by annual increments</p>
<b>Length of contract</b>	<p>Initial period of 3 years (subject to successful completion of a probationary period)</p>
<b>Terms of Service and Remuneration</b>	<p>As set out in the Commission’s Staff Regulations (Agreement 2000-14, available on the OSPAR website). Further details on the allowances which may be payable are also contained in the Commission’s Staff Regulations</p>

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

<b>Location</b>	OSPAR Secretariat's offices, City of London, with some possibility of home working
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