

Vacancy Announcement for the position of Secretary of the North East Atlantic Fisheries Commission, NEAFC

The North East Atlantic Fisheries Commission, NEAFC, invites applicants for the position of Secretary. The appointment will initially be for a term of three years with the possibility of prolongation at the discretion of the Commission. NEAFC is an Intergovernmental Organisation with Headquarters in London, UK. Its mandate derives from the NEAFC Convention of 1980 as amended in 2004. The objective of the Commission is “..to ensure the long-term conservation and optimum utilisation of the fishery resources in its Convention Area, providing sustainable economic, environmental and social benefits”.

NEAFC's Contracting Parties - Denmark (in respect of the Faroe Islands and Greenland), the European Union, Iceland, Norway and the Russian Federation - have in recent years agreed on management measures for all fisheries in the NEAFC Regulatory Area and have run a highly efficient Scheme of Control and Enforcement, including strong measures against IUU fishing.

Summary description of the position

The Secretary is responsible for coordinating and impartially promoting the interests of all Contracting Parties. He/she is responsible for the effective running of the NEAFC Secretariat with a budget of approximately £1.25 million in 2010. The Secretary's functions include in particular:

- Supervising and coordinating all the Secretariat's activities; managing and administering the annual budget of the Secretariat; managing the staff of the Secretariat
- Managing communications with NEAFC's Contracting Parties regarding all official correspondence and formal matters
- Managing relations with the public and the research community
- Managing NEAFC meetings, preparing draft/provisional agendas, relevant working papers and documents, providing organisational arrangements and acting as official rapporteur at meetings as required
- Responsibility for all NEAFC documents and reports
- Ensuring the smooth running and implementation of the NEAFC Scheme of Control and Enforcement
- Liaison with UNDOALOS, FAO, IMO, OSPAR, ICES and other relevant international organisations and bodies and representing NEAFC at meetings of other international organisations as required
- Performing such other functions as may be assigned to him/her by the Commission or subsidiary NEAFC bodies.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled in line with NEAFC as an International Organisation and pursuant to the Headquarters Agreement between the Government of the United

Kingdom of Great Britain and Northern Ireland presented to Parliament by the Secretary of State for Foreign and Commonwealth Affairs, February 1999.

The NEAFC Staff Rules set out the conditions and principles of employment and the responsibilities of the staff of the NEAFC Secretariat.

Principal qualifications required

The successful applicant will have:

- an educational standard equivalent to a good university degree;
- proven experience in fisheries management both nationally and internationally in the North East Atlantic, as well as experience and detailed knowledge of the operation of regional fisheries management organisations and in international cooperation in general;
- at least ten years' work experience in fisheries management at a senior level;
- experience in the management of administrative and technical staff;
- excellent team management, organisational, administrative, financial and communication skills;
- a thorough knowledge of English and the ability to draft quickly and concisely in English.

Applicants must be citizens/nationals of a Contracting Party of NEAFC.

Remuneration

Remuneration in NEAFC is based on the United Nations Common System of Salaries, Allowances and Benefits, according to qualifications and experience.

Appointment procedures

Shortlisted applicants will be interviewed at the 29th Annual Meeting of NEAFC to be held in London November 8-12 2010. A decision will be announced on 12 November. The chosen candidate will assume the position on 1 July 2011.

Applications

For more information about NEAFC, please contact the Secretariat or consult the NEAFC website at www.neafc.org.

Applications should be in English, marked “Personal and Confidential” and must be sent no later than 15 August 2010 (postal stamp or sent date of electronic mail is decisive) to the following address:

NEAFC
22 Berners Street
London W1T 3DY

Electronic applications are encouraged and should be emailed to kate@neafc.org.

Applications should include the following (please provide translations into English if applicable):

- Curriculum Vitae;
- List of publications, if available;
- Copies of academic and other relevant professional certificates;
- Three references from persons with a recent knowledge of the applicant’s character, qualifications and experience.

All respondents will be considered and a shortlist will be established. Shortlisted candidates will be contacted to arrange practical details for an interview.

April 2010