



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 four years, with the possibility of re-appointment for one further term 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. The objective of the Commission is “to ensure the long-term conservation and optimum utilisation of the fishery resources in the Convention Area, providing sustainable economic, environmental and social benefits.”

To fulfil this objective, NEAFC has adopted a number of legally-binding measures. This includes conservation and management measures to ensure the sustainable use of the fishery resources and to safeguard the marine ecosystems in which these resources occur, as well as a variety of monitoring, control and enforcement measures.

NEAFC’s Contracting Parties are Denmark (in respect of the Faroe Islands and Greenland), the European Union, Iceland, Norway and the Russian Federation.

Summary description of the position

The Secretary is the executive officer of the Commission. He/she is responsible for coordinating and impartially promoting the interests of all the Contracting Parties. He/she is responsible for the effective running of the NEAFC Secretariat with an annual budget of approximately £1.5 million.

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

- Providing both substantive and administrative support to the NEAFC President and to chairs of NEAFC subsidiary bodies
- 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 NEAFC subsidiary 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 with 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 advanced degree in economics, law, biology or other relevant field;
- extensive knowledge of the fisheries sector and work experience in fisheries cooperation and/or management
- familiarity with the operation of regional fisheries management organisations as well as international cooperation in general;
- preferably at least ten years' work experience in fisheries management at a senior level;
- excellent team management, organisational, administrative, financial and communication skills;
- a thorough knowledge of English.

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 35th Annual Meeting of NEAFC to be held in London 14-18 November 2016. A decision will be announced on 18 November. The chosen candidate will assume the position on 1 July 2017.

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 2016 (postal stamp or sent date of electronic mail is decisive) to the following address:

NEAFC
22 Berners Street
London W1T 3DY
UK

Electronic applications are encouraged and should be emailed to info@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.

May 2016