

Vacancy Announcement for the Position of Executive Secretary Of SEAFO



The Commission of the South East Atlantic Fisheries Organisation (SEAFO) invites applications for the position of Executive Secretary.

SEAFO is a regional fisheries management organisation in South East Atlantic Ocean established in line with the provisions of the United Nations Law of the Sea (Article 118) and United Nations Fish Stocks Agreement (UNFSA) to manage the fisheries resources in the South East Atlantic Ocean to ensure their long-term conservation and sustainable in the Convention Area. The Convention Area excludes exclusive economic zones of the coastal states in the region.

The SEAFO Contracting Parties are Angola, EU, Japan, Republic of Korea, Namibia, and Republic of South Africa. The SEAFO Secretariat is located in Swakopmund, Namibia. The Secretariat currently has two staff members: an Executive Secretary, and a Finance & Administration Officer.

Summary description of the position

The SEAFO Executive Secretary (ES) assists the Commission (the decision-making body of SEAFO) and its subsidiary bodies in fulfilling their respective tasks. The ES must be impartial and objective in promoting and coordinating the interests of all Contracting Parties (CPs). The ES works under the direction and supervision of the Commission and is responsible for the effective running of the SEAFO Secretariat and administration of the SEAFO budget.

Remuneration

The Executive Secretary's remuneration will be paid at a competitive salary as determined by the Commission. More information on benefits appears on the SEAFO webpage (www.seafo.org) under SEAFO bodies, staff regulations.

Location: Swakopmund, Namibia

Duration: The appointment of the ES is for a term of four years, commencing in January 2025. At the discretion of the Commission, the ES may be re-appointed for a further four years.

Functions and Duty

General functions

- a) lead, supervise, coordinate, and manage the SEAFO Secretariat's activities.

- b) communicate with CPs regarding all official correspondence, notifications, decision-making and voting procedures.
- c) recruit and supervise the staff of the Secretariat in accordance with the SEAFO Staff Regulations, including delegation of administrative duties as necessary.
- d) undertake all necessary arrangements for annual and other meetings of SEAFO and its constituent bodies and committees, including the preparation and transmission of draft provisional agendas and provisional agendas for the respective bodies and committees in consultation with their respective Chairpersons.
- e) record the proceedings, resolutions, proposals, decisions, and recommendations adopted by all meetings as required and oversee the preparation, publication, and distribution of reports of SEAFO.
- f) maintain the official files of SEAFO and keeps the record of all meetings of SEAFO and its constituent bodies and committees.
- g) prepare administrative and other reports for the Commission, the Scientific Committee, and any other subsidiary bodies, including on financial and staffing resources and on the Secretariat's activities.
- h) monitor fishing activities in the SEAFO Area and the compliance of CPs with their obligations under the SEAFO and Conservation and Management Measures in force;
- i) manage the collection and sharing of data and information in accordance with applicable standards, rules and procedures;
- j) inform the Commission of any issues or matters of interest;
- k) liaise with other regional fisheries management organisations (RFMOs) / arrangements and entities, and manage relations with the public;
- l) address communications to the Depository, FAO
- m) represent SEAFO at meetings of other international organisations as required
- n) conduct on behalf of SEAFO, correspondence on routine and miscellaneous matters involving questions of policy previously determined by SEAFO, and future programs which have been formally adopted by SEAFO
- o) prepare annual budget estimates and forecasts, annual financial statements and other documents as required by SEAFO
- p) manage and control the Secretariat's expenses and appropriations according to the Financial Regulations and decisions of SEAFO
- q) perform such other functions as may be assigned by the Commission or the Chairperson.

Database functions

- r) further develop, manage, and maintain the SEAFO ACCESS database
- s) capturing of data sets (VMS, biological, fisheries and others) into the ACCESS databases.

- t) design and prepare data reports based on management and scientific requirements.

Compliance functions

- u) manage all incoming data from fishing operations as specified by the SEAFO rules
- v) monitor in real time: gear loss, total allowable catches, and vulnerable marine ecosystem encounters for immediate action
- w) produce global information system (GIS) maps of the fishing activities
- x) collect and manage and map the information received from Vessel Monitoring Systems (VMS) on a 2-hour basis
- y) manage the registered vessels
- z) correspond with the Contact Points of the CPs to ensure all required information are sent to the Secretariat in the correct format and timely
- aa) prepare annual Compliance Reviews of all the CPs who were fishing, using all the submitted data and information

Eligibility criteria

- a) Advanced Degree (Master's or PhD) in the field of natural or environmental science. Relevant fields include fisheries management, marine biology, marine environment, economics, international law and/or international relations
- b) at least ten years relevant experience in fisheries management policy or policy formulation and implementation or multilateral relations
- c) the ability to exercise a high degree of professional initiative and autonomy
- d) experience in the organization of international meetings, staff management, as well as the preparation and management of budgets, working documents and reports
- e) high level diplomatic and representations skills to represent the organisation regionally and internationally as required
- f) experience in fisheries management and/or fisheries policy formulation, including international relations
- g) professional experience in planning, organizing, and coordinating work programmes relevant to SEAFOs activities, including management and provision of budgetary oversight
- h) fluent in spoken and written English
- i) desirable requirements include: a high degree of adaptability and ability to cooperate effectively with people of different nationalities and of various social and cultural backgrounds and education levels, as well as experience on fisheries related issues.
- j) experience in working with Microsoft Access relational databases
- k) experienced ArcGIS user or other comparable GIS software

- l) experience with data analysis and report writing
- m) other essential requirements include experience or knowledge in the selection of staff

Application

Candidates are invited to submit applications for the position in English or Portuguese in electronic format. The application should be addressed to the Chairperson: Mr. Ichiro Nomura and should be sent to the email address of admin@seafo.org with the subject title of ‘Application for SEAFO Executive Secretary’ no later than **15th July 2024 at 24 hrs**, Namibian local time.

The Chairperson intends to acknowledge all applications within 5 working days. If no such acknowledgement is provided within that deadline, it is advised to send a follow-up communication to verify that the initial transmission was successful.

Please refer to the SEAFO's Secretariat (admin@seafo.org) for further information regarding the vacancy, the application process, and the deadline for applications, should you have any questions.

Content of the application

The applications should include the following:

- ♦ Cover Letter
- ♦ Curriculum Vitae
- ♦ List of publications, as appropriate
- ♦ Copies of academic and other relevant professional certificates (please provide English translation if applicable)
- ♦ Three references from persons with a knowledge of the applicant’s character, qualifications, and experience (at least one referee should have a recent knowledge of the candidate).
- ♦ The short-listed candidates will be required to provide a certificate issued by a competent medical doctor indicating that the applicant is in good health.

The short-listed candidates will be notified before **2nd October 2024** and invited for an interview with the representatives of the Contracting Parties to SEAFO. The interview will be held at Hansa Hotel and during the period of the SEAFO Commission meeting to be held **25-28 November 2024** at Swakopmund, Namibia. The expenses to attend a physical interview will be covered by SEAFO. Alternatively, the interview may take place in virtual format.

The selected candidate will be expected to take up their position on around **15 January 2025, but latest by 1 February 2025**.

Applicants are encouraged to familiarise themselves with SEAFOs basic documents in force, including the Agreement, the Rules of Procedure, Staff Regulations, Financial Regulations and the Headquarters Agreement and related Resolution. SEAFO is committed to promoting diversity and ensuring employment equity within the Secretariat.

For further information, applicants should write to admin@seafo.org or consult the SEAFO website: www.seafo.org