

## **Deputy Secretary: OSPAR Commission/Bonn Agreement**

<b>Starting date:</b>	<b>As soon as possible after 1 January 2019</b>
<b>Closing date for applications:</b>	<b>17 September 2018</b>
<b>Location:</b>	<b>Central London</b>
<b>Salary:</b>	<b>Approximately £64 000/year</b>

**Profile:** University graduate (preferably in maritime or environment law, environmental engineering, environmental management, natural or environmental sciences). Minimum of five years' **relevant** professional experience. The person appointed will be primarily responsible for work related to OSPAR's Offshore Industry Committee (OIC), Radioactive Substances Committee (RSC) and the Bonn Agreement and its technical working group OTSOPA.

Applicants must be nationals of one of the OSPAR/Bonn Agreement Contracting Parties or of any other state which is a Member State of the European Union.

**For a complete job description and instructions on how to apply please consult the OSPAR website:**  
<https://www.ospar.org/organisation/vacancies>

### **Main duties and responsibilities**

1. Support the work of the Offshore industry and Radioactive substances Committees and prepare OSPAR/Bonn meetings, including drafting agendas, meeting and working documents, identifying follow-up actions and assisting the OSPAR Executive Secretary on related policy issues;
2. Contribute to the development and implementation of other strategic and cross-cutting issues;
3. Liaise with other regional environmental conventions and organisations.

### **Required competencies**

1. Knowledge, experience and understanding of regional coastal and ocean governance mechanisms, marine environmental protection, environmental policy and its regulatory basis, and of practical, legal and institutional aspects of intergovernmental organisations;
2. Experience or knowledge of global marine environmental regulation and policy-making, including EU regulations and processes;
3. Understanding of and familiarity with the maritime and ocean industries, in particular offshore oil and gas extraction and transport, including maritime and environmental risk and accident related issues;
4. Knowledge of IMO, UN institutions and international NGOs with maritime and ocean-related mandates;
5. Representational skills to present material to the OSPAR Commission/Bonn Agreement and their subsidiary bodies and to represent the views and policies of the OSPAR Commission/Bonn Agreement in other forums;
6. Strong organisational, administrative and IT skills;
7. Ability to work independently under general guidance, and to exercise initiative and judgement;
8. Excellent written and spoken English and document drafting, presentation and communication skills. Working knowledge of French would be an advantage;
9. Ability to work under pressure to tight deadlines, and to work as part of a team in an international cross-cultural context;
10. Experience in managing/leading projects is desirable as is experience of working in an international environment or organisation.