

Vacancy Announcement/ Job Description for the post of Deputy Secretary at the Secretariat of the OSPAR Commission and the Bonn Agreement

1. Applications are invited from suitably qualified candidates for the post of Deputy Secretary at the Secretariat of the OSPAR Commission and the Bonn Agreement.
2. Under the Commission's Staff Regulations, the appointment will be for a period of three years (subject to an initial period of probation of six months). After a review at the end of the three-year period, a second three-year contract may be offered. There is a maximum period of service of six years, except in special circumstances.
3. The post is open to nationals of the Contracting Parties to the OSPAR Convention and the Bonn Agreement, that is, nationals from the following countries: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom as well as nationals from any Member State of the European Union.
4. The successful candidate will be expected to take up the post as soon as possible after 1 January 2019 in the Secretariat offices in London.
5. The Secretariat supports the work of the OSPAR Commission and the Bonn Agreement and its responsibilities are to help the OSPAR Commission and the Bonn Agreement develop and implement its policies and regulations. The Secretariat is composed of an Executive Secretary, four Deputy Secretaries and six administrative assistants. The working languages are English and French.

The OSPAR Commission

6. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic Ocean. It consists of representatives of the Contracting Parties: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Union.

Further information can be obtained from its website at: www.ospar.org.

The Bonn Agreement

7. The Bonn Agreement is the mechanism by which the North Sea States and the European Union work together to help each other in combating pollution in the North Sea Area from maritime disasters and chronic pollution from ships and offshore installations; and to carry out surveillance as an aid to detecting and combating pollution at sea. The North Sea States are Belgium, Denmark, France, Germany, Ireland, the Netherlands, Norway, Sweden, and the United Kingdom of Great Britain and Northern Ireland.

Further information can be obtained from its website at: www.bonnagreement.org.

Description of the post, main duties and requirements

8. Reporting to the Executive Secretary the Deputy Secretary will primarily be responsible for, *inter alia*, the timely preparation of the documents necessary for meetings, including drafting reports, agendas and work programmes and writing summary records of the meetings. Ensuring the appropriate follow-up work

to the conclusions of the meetings is a continuous responsibility. Deputy Secretaries are expected to make themselves familiar with the full range of the Secretariat's activities and to work to ensure integration between the different themes of work. The post requires frequent travel within Europe and irregular working hours. Specific duties associated with this role are outlined below:

8.1. With regard to OSPAR:

- responsibility for supporting the work of OSPAR's Offshore Industry Committee (OIC) and Radioactive Substances Committee (RSC), including its subsidiary groups, for the review of its Recommendations and progress against the OIC and the RSC Strategies, respectively, specific objectives and goals;
- promoting cooperation with the International Maritime Organisation (IMO), the London Convention and London Protocol to implement the new MoU between OSPAR and IMO Secretariats;
- supporting the North Sea Network of Investigators and Prosecutors (NSN) and promoting a linkage with OSPAR's remit;
- providing support and input to other OSPAR meetings such as Heads of Delegation, the Coordination Group and the OSPAR Commission meeting;
- in addition, he/she will have responsibility for one of OSPAR's Regions;
- any other tasks that may be assigned from time to time by the Executive Secretary.

8.2. With regard to the Bonn Agreement:

- responsibility for supporting the work of the Bonn Agreement and its technical working group OTSOPA;
- preparation of, and assistance at, the Bonn Agreement meetings and drafting of necessary meeting documents and summary records, as well as ensuring follow-up work;
- contributing to the development of work related to MARPOL Annex VI.

9. The person to be appointed will have attained a university degree, preferably in maritime or environment law, environmental engineering, environmental management, natural or environmental sciences, and will have had at least five years' work experience **of relevance** to the duties of the post.

10. The basic requirements for the post are:

- a good working knowledge of regional coastal and ocean governance mechanisms, including the linkage between the United Nations Sustainable Development Goals and marine environmental protection, as well as maritime and environmental policy and its regulatory basis, with particular reference to the marine environment;
- knowledge of relevant international and European, including EU, marine environment regulation and policy-making, as well as practical, legal and institutional operation of intergovernmental organisations;
- knowledge of IMO, other United Nations institutions and international NGOs with maritime and ocean-related mandates, their aims, objectives and activities, including experience with IMO key instruments related to maritime safety and the protection of the marine environment from ship source pollution;
- understanding of and familiarity with the maritime and ocean industries, in particular offshore oil and gas extraction and transport, and their linkage to an ecosystem based management, including maritime and environmental risk and accident related issues;
- the ability to address the application of environmental knowledge and information for the purposes of the objectives and ongoing work of the OSPAR Commission and the Bonn Agreement;
- professional communication skills, including preparing and presenting material to scientists and managers in a multicultural setting and to represent the views and policies of the Commission and the Bonn Agreement in other *fora*;

- sound organisational and administrative skills (including IT skills, among which should be familiarity with spread-sheets and data management);
- particular experience or knowledge of shipping aspects related to ecosystem based management of the marine environment, marine environmental monitoring and assessment and/or implementation of policies relating to the Bonn Agreement, the work of IMO and maritime pollution;
- experience in managing/leading projects is desirable as is experience of working in an international environment or organisation.

11. The bulk of the Secretariat's work is conducted in English, but documents, reports and publications are also produced in French and some of the correspondence is written in French. A thorough knowledge of English is therefore essential, as is the ability to draft quickly, accurately and concisely in English. Given equal professional qualifications, preference will be given to candidates who also have a good knowledge of French.

Terms of Service and Remuneration

12. The terms and conditions of service will be those set out in the Commission's Staff Regulations ([Agreement 2000-14](#)). Remuneration will be in accordance with Grade A3 of the scales of remuneration of the Coordinated Organisations for staff serving in the United Kingdom. Further details on the salary and on allowances which may be payable are contained in the "Remuneration" document.

Procedure

13. Further details of this post and the way in which applications should be made are included in the "Application Instructions" document.

14. The closing date for applications is 17 September 2018 and applications should be sent for the attention of the Executive Secretary to secretariat@ospar.org. The Secretariat will acknowledge receipt of your application by email. If you do not receive an acknowledgement within a few days, please contact the Secretariat to check that your application has been received. Please include the following in the subject line of your email: "Application Deputy Secretary 2019".

15. The *indicative* timetable¹ for this appointment procedure is as follows:

Step	Date
Applications to be sent to the Executive Secretary by	17 September 2018
Shortlisting of candidates	19 October 2018
Interview with short-listed candidates resulting in recommendations for appointment	9 November 2018
Approval procedure finalised	23 November 2018
Successful applicants to take up appointment from	As soon as possible after 1 January 2019

¹ Please note that these timings are indicative only and, in particular, the date of the interview may change depending upon the availability of the interview panel.