



## Vacancy Announcement and Job Description for the post of Deputy Secretary<sup>1</sup>

1. Applications are invited from suitably qualified candidates for the post of Deputy Secretary in the Secretariat of the OSPAR Commission.
2. Under the Commission's Staff Regulations, the appointment will be for an initial period of three years (subject to an initial period of probation of six months). After a review at the end of that period, a second three-year contract may then be offered, but there is a maximum period of service of six years.
3. The post is open to nationals of the Contracting Parties to the OSPAR Convention, 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 and nationals of any other State which is a Member State of the European Union.
4. The successful candidate will be asked to take up his /her post from January 2021

### The OSPAR Commission

5. 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. The Commission is administered by a Secretariat based in London, which also supports a sister organisation, the Bonn Agreement.
6. 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 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.
7. Further information about the OSPAR Commission can be obtained from the Commission's website at **[www.ospar.org](http://www.ospar.org)**.

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<sup>1</sup> Applicants' data will be handled in line with the OSPAR Privacy Policy, <https://www.ospar.org/privacy>

## Description of the post and requirements

8. Reporting to the Executive Secretary, the Deputy Secretary will primarily be responsible for, *inter alia*, advising the relevant committees and working groups of the Commission, ensuring the timely preparation of the documents necessary for meetings (including drafting reports, agendas, work programmes and writing summary records of the meetings) and the appropriate follow-up to the conclusions of meetings. The Deputy Secretary will supervise the compilation of statistical reports for publication and edit background documents on specific problems.

9. 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:

- Responsibility for supporting the work of OSPAR's Hazardous Substances Committee, including its subsidiary groups on eutrophication, trends and effects of substances in the marine environment, atmospheric and riverine inputs, ocean acidification and climate change;
- Responsibility for supporting the work of the Coordination Group, and its subsidiary group on the Marine Strategy Framework Directive;
- Providing support and input to other OSPAR meetings such as Heads of Delegation and the OSPAR Commission meeting.

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

11. The principal abilities required include:

- 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;
- knowledge of relevant international and European environmental regulatory processes, marine environment regulations and policy-making, including EU (in particular knowledge of the European Union's Marine Strategy Framework Directive);
- knowledge of practical, legal and institutional aspects of intergovernmental organisations;
- the ability to address the application of scientific knowledge and information management for the purposes of OSPAR's objectives and on-going work, including in relation to hazardous substances, eutrophication, ocean acidification and climate change;
- knowledge or experience of (international cooperation on) environmental monitoring and assessment in the marine environment would be very advantageous;
- representational skills to present material to the Commission and its subsidiary bodies and to represent the views and policies of the Commission in other forums;
- sound organisational, administrative, IT and data management skills;
- ability to work under pressure to tight deadlines, and to work as part of an international team in a multicultural context.

12. 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

13. The terms and conditions of service will be those set out in the Commission's Staff Regulations (Agreement 2000-14). **Please note, however, that the Staff Regulations are currently under review.** 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

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

15. The closing date for applications is **31 January 2020** and applications should be addressed to the Executive Secretary (secretariat@ospar.org).

16. 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 2021".**

17. The *indicative* timetable for this appointment procedure is as follows:

<b>Step</b>	<b>Date</b>
Applications to be sent to the Executive Secretary	31 January 2020 at the latest
Shortlisting of candidates	28 February 2020
Interview with short-listed candidates resulting in recommendation for appointment	19 March 2020
Approval procedure finalised	2 April 2020
Successful applicant to take up appointment on	1 January 2021