

*Accord sur la Conservation des Cétacés
de la Mer Noire, de la Méditerranée et
de la zone Atlantique adjacente*



*Agreement on the Conservation of Cetaceans
of the Black Sea, Mediterranean Sea
and contiguous Atlantic Area*

**Vacancy Notice for the Position of Executive Secretary of the
Agreement on the Conservation of Cetaceans of the Black Sea, the
Mediterranean and Contiguous Atlantic area
(ACCOBAMS)**

Employment offer valid from 26/11/2019 until 31/12/2019 included

POSITION PROFILE FOR THE EXECUTIVE SECRETARY OF THE AGREEMENT ON THE CONSERVATION OF CETACEANS OF THE BLACK SEA, MEDITERRANEAN AND CONTIGUOUS ATLANTIC AREA (ACCOBAMS)

1. IDENTIFICATION DU POSTE

- 1.1. *Employer* : Permanent Secretariat of the de Intergovernmental Organisation ACCOBAMS
- 1.2. *Position*: Executive Secretary
- 1.3. *Type of contract*: Senior position of the private sector
- 1.4. *Duration of the mandate*: 6 years (first year on probation; mandate can be extended once for 3 years)
- 1.5. *Expected entry on duty*: 01 March 2020
- 1.6. *Place of work*: Agreement Headquarters, ACCOBAMS Permanent Secretariat, Principality of Monaco.
- 1.7. *Annual gross remuneration*: The position of Executive Secretary of ACCOBAMS is financially supported by the Principality of Monaco in accordance with the provisions of the Headquarters Agreement: "*within the limit of a gross annual remuneration equivalent to the one provided to the Civil servants classified as Heads of Service of the 3rd group of the Monegasque Public Service*" (Resolution 6.2, Appendix 1). The first step considered for the position of Executive Secretary, corresponds to an annual gross remuneration of 82 k€, the 3rd and last step corresponding to this ceiling amount.

2. GENERAL OBJECTIVE OF THE POSITION

The Executive Secretary is in charge of managing the ACCOBAMS Permanent Secretariat, the functions of which are set out under Article IV of the ACCOBAMS.

3. ORGANISATIONAL STRUCTURE

- 3.1. *Positions supervised*: staff of the Permanent Secretariat comprising at least an Assistant, two Programme/Project Officers and an Accounting & Administrative Assistant.
- 3.2. *Supervisor of the Position*: ACCOBAMS Meeting of the Parties and Bureau

4. DUTIES AND RESPONSIBILITIES

- Responsible for the operation of the Permanent Secretariat, coordinates and supervises staff and their activities;

- Encourages and assists countries to implement the Agreement;
- Facilitates implementation of the ACCOBAMS work programme;
- Develops and maintains contact with National Focal Points, Ministers, Heads of ministerial departments and the diplomatic corps of Parties and other governments in the geographical area covered by the Agreement and the relevant ministers in those countries, in order to assess their needs and the level of implementation of the Agreement and/or its objectives;
- Ensures relationships with the Chairperson of the Meeting of the Parties and the Bureau, the Scientific Committee, working groups and media representatives;
- Manages the Agreement budget and Host Country grant in connection with the Headquarters Agreement;
- Seeks extra budgetary funding for activities related to the work programme priorities;
- Establishes the triennial work programme for adoption by the Parties;
- Promotes the objectives and interests of the Agreement; coordinates and supervises its implementation;
- Represents ACCOBAMS at the national and international level, establishing links with officials and members of government institutions and governmental and non-governmental organisations, with the aim of encouraging their involvement in implementing the Agreement;
- Facilitates the integration of Agreement activities with those of other relevant intergovernmental and non-governmental organisations;
- Formalises links with these organisations and sign relevant interinstitutional agreements;
- Actively participates in CMS' family activities and promote them in the ACCOBAMS' area;
- Organises Meetings of the Parties, of the Scientific Committee and of the Bureau, workshops and working groups set up as part of the operation of the Agreement;
- Reports to the Bureau and the Parties on the operations of the Secretariat and its efforts to implement the Agreement objectives;
- Ensures compliance with the provisions of the Headquarters Agreement;
- Maintains a close relationship with the Host Country within the framework of the Headquarters Agreement;
- Encourages non-member Range States to become Parties to the Agreement;
- Carries out awareness-raising activities for the public and media at the national and international level. Develops proposals for international events;
- Interprets the Resolutions/Recommendations of the Meeting of the Parties, the decisions made by the Bureau and the Recommendations of the Scientific Committee;
- Is self-directing and accountable to the Meeting of the Parties.

5. REQUIREMENTS OF THE POSITION

5.1. *Essential Criteria*

- Diploma required: equivalent or superior to Master 2;
- Languages: Fluency in English and knowledge of French;
- A minimum of 7 years of professional skills in several of the fields related to the job description;
- Familiarity with biodiversity conservation issues;

- Demonstration of an appropriate level of leadership and experience in managing staff and financial resources and in organising high-level meetings;
- Experience or detailed knowledge of the operations of environmental Intergovernmental Organisations;
- Excellent interpersonal, representation and promotional skills, especially within a multicultural/multilingual environment.
- Capacity to elaborate strategies for financial issues and for the implementation of a programme of actions;
- Capacity to handle several activities simultaneously;
- Availability for regular travels.

5.2. Desirable Criteria

- National of an ACCOBAMS Party;
- Familiarity with marine biodiversity conservation;
- Knowledge of a third official language of the Agreement;
- Publications and Reports in relation with the position profile;
- Participation to meetings or conferences within Intergovernmental Organisations.

Please submit by email to the Permanent Secretariat, at fcdescroix@accobams.net, a cover letter with your vision for the implementation of the ACCOBAMS and a Curriculum vitae that includes, if relevant, a short list of publications/Reports, both documents should be in English.

Letter of support will not be required at this stage of the recruitment process.

Deadline set for reception of applications is 31st December 2019.