

## NAMMCO DEPUTY SECRETARY - DESCRIPTION OF POSITION

(July 2017)

The responsibilities of the Deputy Secretary are as follows:

### **General Description:**

- To assist the General Secretary in the administration and coordination of the Commission and in maintaining international contacts and represent NAMMCO at relevant national and international meetings.
- Coordination and organisation of annual meetings of the Council, Management Committees, and other meetings of the Commission, including special events such as conferences, workshops and seminars, as required.
- Financial management and joint reporting with the General Secretary to the Finance and Administration Committee (FAC): budget review and development, maintaining accounting records, liaison with auditors and accountant, managing payments, and general banking affairs.
- Practical implementation of the host agreement with respect to local tax authorities, social security and pensions.
- Plan and coordinate the activities under the Joint NAMMCO Observer Scheme and report to the Council. Responsible for the administration of and reporting on the Committee on Inspection and Observation.
- Responsible for administration of and reporting on the Committee of Hunting Methods and associated activities such as workshops and expert group meetings.
- Responsible for administration of and reporting on the Working Group on By-catch, Entanglements and Live Strandings (under Council) and associated activities such as workshops and expert group meetings.
- Responsible for the technical editing of all NAMMCO documents (except Sci Pub) and the standardization of the format.
- Responsible for the archive system of NAMMCO (development of a new system, and day to day archiving).
- Share with the Scientific Secretary the reporting of the Management Committees.
- General communications and information production and distribution (local, national and international level).
- Technical editing and publication of the NAMMCO Annual Reports.
- Secretariat routine and supplies, relocation of staff.
- Assist the General Secretary as required and if needed stand-in for the General Secretary if she/he is indisposed.

### **Qualifications and Experience:**

- A higher university degree in a relevant field.
- Extended work experience with, and an excellent understanding of, international cooperation preferably in the field of conservation and management of natural resources.
- Work experience in serving committees and in general administration and accounting.
- Excellent communication skills, flexibility and ability to work cooperatively and independently.

- Experience in preparation and editing in English of reports and publications.
- Fluency in English written and spoken and working knowledge of Norwegian / Scandinavian language.