

NAMMCO GENERAL SECRETARY - DESCRIPTION OF POSITION

(February 2016)

The responsibilities of the General Secretary are as follows:

General Description

The General Secretary is responsible to the members of the Commission for the co-ordination and administration of its work, including the preparation and administration of Annual Meetings and the Commission's published Annual Reports.

The General Secretary is also responsible for developing and maintaining contacts with other relevant international organisations and non-member governments.

The General Secretary has the signatory authority of the Commission.

The General Secretary is an Official of the Commission according to the Host Agreement between NAMMCO and Norway and is granted privileges and immunities in the interest of the Commission.

The General Secretary is Head of the Secretariat and is overall responsible for the administrative management of the Secretariat and its staff.

Head of the Secretariat

The General Secretary is Head of the Secretariat and is overall responsible for the administrative management of the Secretariat and its staff, including:

- staff arrangements and regulations;
- division of tasks in Secretariat and coordination and supervision of the work of Secretariat staff;
- budget preparation and development in cooperation with the Deputy Secretary;
- review of all administrative documents (RopS, rules...)
- contact with authorities of the host government regarding the host agreement.

Liaison with the Commission

The General Secretary is responsible for liaison between meetings with the Chairman and Council members.

She is responsible for the preparation of the Annual Meetings and for reporting on Council meetings.

Representation work

The General Secretary performs the official functions of the Secretariat of the Commission. She represents NAMMCO at different for a, non-scientific and scientific.

Dissemination and visibility of the Organisation

The General Secretary is responsible for developing and disseminating information on NAMMCO's activities and the status of marine mammal stocks in the purview of NAMMCO, with the NAMMCO website as the hub of all NAMMCO activities and information.

Other

The position involves a minimum of seven weeks travel per year in connection with meetings and other events.

Qualifications and Experience

The General Secretary should have a higher university degree in a relevant field of study such as fisheries, life sciences, environment or wildlife management; several years' working experience with, and an excellent understanding of, international cooperation in the field of conservation and management of natural resources. Good leadership and managerial skills are required.

The General Secretary should have excellent communication skills and fluency in written and spoken English, as well as experience with the preparation and editing in English of reports and publications and computer literacy.

A working knowledge of a Scandinavian language is advantageous.