

NAMMCO SCIENTIFIC SECRETARY - DESCRIPTION OF POSITION

(February 2018)

The responsibilities of the Scientific Secretary are as follows:

General Description

The Scientific Secretary is mainly responsible for coordinating, assisting and facilitating the workings of the Scientific Committee. This involves in particular planning, coordinating and participating in the meetings of the Scientific Committee and its associated Working Groups, editing volumes of the NAMMCO Scientific Publications Series, performing research as and if required and representing NAMMCO at scientific fora both within and outside the NAMMCO countries.

Coordination of the work of the Scientific Committee and its Working Groups

- Organising Scientific Committee and Working Group meetings in collaboration with the chairs of these committees / working groups.
- Selecting and inviting experts to Working Group meetings, in consultation with the Scientific Committee.
- Planning necessary preliminary work.
- Preparing and compiling documents for meetings.
- Making practical arrangements for meetings.
- Participating in all Scientific Committee and Working Group meetings.
- Preparing Committee and Working Group reports.
- Budgeting Scientific Committee expenses.

Publication of *NAMMCO Scientific Publications*

- Technical editing, in collaboration with the Scientific Editors of each volume.
- Scientific editing, when appropriate.
- Preparing for publication, including layout, illustrations and proofreading.
- Advertising, sale and distribution of the series.

Data research and analyses, and reporting

- Compilation and archiving of catch data
- Maintaining and updating the NAMMCO website with respect to stock status information and research matters in hand.
- May be asked to carry out research to assist the Scientific Committee in fulfilling its requests from the Council.
- May be asked to perform analysis of data (*e.g.* sightings survey) and reporting of results in working papers, publications and presentations.
- Any other research tasks as required.

Participation in scientific fora outside of NAMMCO

- Representing NAMMCO at scientific fora and other meetings.
- Prepare opening statements and presentations, participate in relevant discussions, and prepare meeting reports for NAMMCO bodies as required.

Other

- Assist the General Secretary as required.

Qualifications and Experience

This position requires an experienced scientist with a good background in wildlife or fisheries biology. Research experience in or knowledge of marine mammal biology, including knowledge of survey methods, population biology and stock assessment in the context of sustainable management, is highly desirable. Excellent spoken and written English are essential. A working knowledge of a Scandinavian language is desirable but not essential. Knowledge of GIS (or another mapping software), experience in web maintenance as well as a good ability in communication and dissemination of scientific information to a general audience are desirable.

- A higher degree in a relevant field of natural science.
- 2 or more years of experience in fisheries and/or wildlife management.
- Demonstrated experience in scientific cooperation through international organisations.
- Demonstrated abilities in reporting of scientific information through articles and publications.
- Experience in the editing of scientific documents.
- Fluency in written and spoken English. A working knowledge of a Scandinavian language, Greenlandic or Russian would be an advantage.
- Excellent communication skills, flexibility and the ability to work cooperatively and independently.
- Relevant skills with word processing, database, data analysis, GIS, graphics and website management software where relevant.
- Willingness to expand knowledge by participating in specialist training courses if required.