

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.

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.

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.