



VACANCY - Scientific Secretary (full-time)

The Secretariat of the North Atlantic Marine Mammal Commission (NAMMCO), based in Tromsø in northern Norway, has an opening for a full-time Scientific Secretary as soon as possible at the earliest convenience of the applicant.

NAMMCO

NAMMCO is an inter-governmental advisory body for the conservation and management of marine mammals in the North Atlantic. This includes both cetaceans (whales, dolphins and porpoises) and pinnipeds (seals and walrus). Based on the best available scientific and user knowledge, the Commission provides management advice to the governments of its member countries: Iceland, Greenland, the Faroe Islands and Norway.

Scientific Secretary Position

The Scientific Secretary is responsible for planning, coordinating and participating in the work of the NAMMCO Scientific Committee and its associated expert Working Groups.

The primary tasks of the position will include: rapporteuring and report writing, as well as editing and collating scientific publications. The Scientific Secretary will also assist the Secretariat in preparing for high level international science/policy meetings; keeping the NAMMCO website up to date with relevant documents, data and research on marine mammals; contributing to communication and public outreach through social media engagement; and formatting policy reports and research articles. The Scientific Secretary will be appointed Editor to the academic journal NAMMCO Scientific Publications, with responsibility to recruit and process submissions to the journal.

Skills Required

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. Participation in scientific projects of direct relevance to NAMMCO is encouraged where feasible.

A higher degree is preferred. Excellent spoken and written English, a high-level competence in both word and excel as well as a good ability in communication and dissemination of scientific information to a general audience are essential. Familiarity with website editing using Wordpress, knowledge of GIS (or another mapping software) and database maintenance is desirable. A working knowledge of a Scandinavian language is an advantage.

The person filling this position should have good leadership qualities and be able to work confidently alone as well as in a team.

North Atlantic Marine Mammal Commission

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The Secretariat is small, and teamwork is important. Given the nature of working in a Secretariat for an inter-governmental advisory body, the candidate should also be flexible, solution-oriented, willing to perform diverse tasks as they arise, and able to meet deadlines under pressure.

Working conditions

The position attracts an international standard salary based on the ICSC-UN professional scale (P3 level, step 1), with private pension scheme, as well as assistance in relocation expenses, and 6 weeks annual vacation with home travel allowance. The initial appointment will be for 4 years, including a three-month probation period, and may be renewed.

The person filling this position should be prepared to travel extensively for meetings within and outside member countries for up to 12 weeks each year.

Application

Applications should include:

- an application letter describing the candidate, how they meet the skills required and their motivation to apply for the position;
- a CV (*curriculum vitae*) detailing education, work experience, and any publications;
- the names, affiliations and contact details of three referees.

These documents should be sent electronically marked “confidential” to the General Secretary, to genevieve@nammco.org. Please specify how you became aware of the vacancy. All applications will be acknowledged.

Applications close the 30th of November 2021, 23:59 Norwegian time UTC +1

For further details on the job description and other information, please contact the General Secretary of NAMMCO on genevieve@nammco.org or call +47 95021228. It is also recommended to visit the NAMMCO website www.nammco.org to learn more about the work of this international organisation and its goals and affiliations.

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