



**NAMMCO is recruiting two highly motivated, outcome-focused Deputy Secretaries to support its work on studying and conserving marine mammals in the North Atlantic.**

### **NAMMCO: Sustainability, Responsibility and Transparency**

This inter-governmental advisory body works for the conservation and management of marine mammals (cetaceans and pinnipeds) in the North Atlantic. Based on the best available science, user knowledge and technical developments, the Commission provides management advice on the conservation of marine mammals to its Parties: Faroe Islands, Greenland, Iceland, and Norway. Presently, the hot topics in NAMMCO are interactions between marine mammal and fisheries, the conservation of small stocks, and the effects of climate and environmental changes. An important role of NAMMCO is also to disseminate factual information on marine mammals and their use in the North Atlantic to the wider public.

### **Positions**

**Two full time positions at the Secretariat.** The Deputy Secretaries will be responsible for planning, coordinating, and participating in the work of the NAMMCO Committees and their associated Working- and Expert Groups. They will also be editors of the academic peer-reviewed NAMMCO Scientific Publications series.

The primary tasks will include: rapporteuring, report writing and formatting; preparation of meeting documentation and policy briefs; ensuring appropriate follow-up to the conclusions of meetings; assisting in preparing for high level international science/policy meetings; keeping the NAMMCO website up to date on information and research related to marine mammals; contributing to communication and public outreach through social media engagement, presentations at conferences, and lecturing at universities and educational fora; supervising interns. Data analyses and literature review might also be requested. Participation in scientific projects led by members of the Scientific Committee of direct relevance to NAMMCO will be encouraged if/when feasible.

All members of the Secretariat work together to ensure the smooth running of the Commission's activities and relations with the Parties, the public, and inter- and non-governmental organisations.

### **We expect from you:**

- a good knowledge of marine wildlife management and a thorough understanding of the challenges impacting the marine ecosystem in the Arctic,
- an excellent level of spoken and written English,
- good representational and dissemination skills,
- good leadership qualities and able to work confidently alone as well as in a team,
- good IT skills and familiar with: Microsoft office programs, website editing using WordPress, GIS (or another mapping software), spreadsheets and data management,
- strong organisational and administrative skills,
- travelling up to 10 weeks/year to meetings and conferences within and outside member countries.

## **North Atlantic Marine Mammal Commission – Contributing to a sustainable North**

Visitors: Sykehusveien 21-23, N-9294 Tromsø, Norway, Post: POB 3613 Guleng, N-9278 Tromsø, Norway  
[genevieve@nammco.org](mailto:genevieve@nammco.org), [www.nammco.org](http://www.nammco.org), [www.facebook.com/nammco.no/](https://www.facebook.com/nammco.no/) [www.instagram.com/nammco\\_org/](https://www.instagram.com/nammco_org/)

**The first 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, is highly desirable. **The second position** is more open, and could cover experience in veterinary or social science, however skills and experience in science dissemination and communication are required.

Given the nature of working in a small Secretariat, the candidate should be flexible, solution-oriented, willing to perform diverse tasks as they arise, and able to meet deadlines under pressure. Working for an inter-governmental body also requires skills in diplomacy and cross-cultural communication.

#### **We offer you:**

- A job in a small, supportive, and engaged international Secretariat where teamwork is key,
- Responsibilities for different areas of work within the remit of the Commission,
- Variation of tasks,
- A large international, multi-cultural network of colleagues and experts,
- Working with stakeholders holding different views on the use of marine mammals,
- Support to and participation in many interesting projects,
- A job in a place known for its beautiful mix of fjord and mountains and outdoors opportunities.

#### **Terms of service and remuneration**

The position attracts an international standard salary based on the ICSC-UN professional scale (From P2 level step 5 to P3 level step 1), with private pension scheme, 6 weeks of annual paid vacation, as well as assistance in relocation expenses. Candidates hired from outside Norway will benefit from a home travel allowance. The initial appointment will be for 4 years, including a three-month probation period, and may be renewed.

Normal working weeks are 40hrs, hours of work are somewhat variable and flexible. The bulk of the Secretariat's work is conducted in English. The full terms and conditions of service are set out in the Commission's [Staff Rules](#).

#### **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" (but not in a confidential mode) to the General Secretary, at [genevieve@nammco.org](mailto:genevieve@nammco.org). Please specify how you became aware of the vacancy. The receipt of all applications will be acknowledged by email within a few days.

The indicative timetable for the appointments' procedure is as follows:

Deadline for application:	15 April 2023 (23:59 CET time).
Shortlisting of candidates:	30 April 2023
Answer to candidates:	Mid-May 2023
Interviews	Last week May-first week of June
Approval procedure finalised:	End of June

For further details on the job description and other information, please contact the General Secretary of NAMMCO, Geneviève Desportes, at [genevieve@nammco.org](mailto:genevieve@nammco.org) or call +47 95021228.

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