



Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic area, concluded under the auspices of the Convention on the Conservation of Migratory Species of Wild Animals (CMS)

Accord sur la Conservation des Cétacés de la Mer Noire, de la Méditerranée et de la zone Atlantique adjacente, conclu sous l'égide de la Convention sur la Conservation des Espèces Migratrices appartenant à la Faune Sauvage (CMS)



Seventh Meeting of the Parties to ACCOBAMS

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EXECUTIVE SECRETARY POSITION PROFILE AND SALARY SCALE

*Delegates are kindly invited to bring their own documents to the Meeting.
This document will be available only in electronic format during the Meeting.*

EXECUTIVE SECRETARY POSITION PROFILE AND SALARY SCALE**Note of the Permanent Secretariat:**

In the framework of the implementation of Resolution 6.3 on ACCOBAMS Staff, and to support Draft Resolutions 7.2 on the Structure and Personnel of the Permanent Secretariat and Draft Resolution 7.3 on the Procedure for the Recruitment of the Executive Secretary, this document presents the objectives, grade, main qualifications required and career plan for the position of the Executive Secretary of the ACCOBAMS Permanent Secretariat.

The career progression was elaborated in collaboration with the Government of the Principality of Monaco, in accordance with a Decision of the 12th Meeting of the Bureau, considering that work-related laws in force in the Principality of Monaco shall apply to the personnel of the ACCOBAMS Permanent Secretariat and provisions of Resolution 6.2 on Headquarters Agreement.

A- PROFILE OF THE ACCOBAMS PERMANENT SECRETARIAT EXECUTIVE SECRETARY POSITION

1. IDENTIFICATION OF POST

- 1.1. Role: Executive Secretary
- 1.2. Place of work: Agreement Headquarters, ACCOBAMS Permanent Secretariat, Principality of Monaco.

2. MAIN PURPOSE OF THE POSITION

- 2.1. The position of ACCOBAMS Permanent Secretariat Executive Secretary is supported by the Principality of Monaco as per the provisions of the Headquarters Agreement.
- 2.2. The Executive Secretary is in charge of managing the ACCOBAMS Permanent Secretariat which functions are set under Article IV of the ACCOBAMS.

3. ORGANISATIONAL STRUCTURE

- 3.1. Posts supervised: staff on long term and temporary positions, comprising at least three scientific and technical employees and an administrative employee responsible for accounting and day-to-day administration.
- 3.2. Post supervisor: Meeting of Parties

4. DUTIES AND RESPONSIBILITIES

- Responsible for the operation of the Permanent Secretariat, coordinates and supervises staff and their activities;
- Encourages and assists countries to implement the Agreement;
- Facilitates implementation of the ACCOBAMS work programme;
- Develops and maintains contact with National Focal Points, Ministers, Heads of ministerial departments and the diplomatic corps of Parties and other governments in the geographical area covered by the Agreement and the relevant ministers in those countries, in order to assess their needs and the level of implementation of the Agreement and/or its objectives;
- Ensures relationships with the Chairperson of the Meeting of the Parties and the Bureau, the Scientific Committee, working groups and media representatives;
- Manages the Agreement budget and Host Country grant in connection with the Headquarters Agreement;
- Seeks extra budgetary funding for activities related to the work programme priorities;
- Establishes the triennial work programme for adoption by the Parties;
- Promotes the objectives and interests of the Agreement; coordinates and supervises its implementation;
- Represents ACCOBAMS at the national and international level, establishing links with officials and members of government institutions and governmental and non-governmental organisations, with the aim of encouraging their involvement in implementing the Agreement;
- Facilitates the integration of Agreement activities with those of other relevant intergovernmental and non-governmental organisations;
- Formalises links with these organisations and sign relevant interinstitutional agreements;

- Actively participates to the CMS' family activities and promote them in the ACCOBAMS' area;
- Organises Meetings of the Parties, of the Scientific Committee and of the Bureau, workshops and working groups set up as part of the operation of the Agreement;
- Reports to the Bureau and the Parties on the operations of the Secretariat and its efforts to implement the Agreement objectives;
- Ensures compliance with the provisions of the Headquarters Agreement;
- Maintains a close relationship with the Host Country within the framework of the Headquarters Agreement;
- Encourages non-member range states to become Parties to the Agreement;
- Carries out awareness-raising activities for the public and media at the national and international level. Develops proposals for international events;
- Interprets the Resolutions/Recommendations of the Meeting of the Parties, the decisions made by the Bureau and the Recommendations of the Scientific Committee;
- Is self-directing and accountable to the Meeting of the Parties.

B- SALARY SCALE FOR THE EXECUTIVE SECRETARY POSITION

Considering that work-related laws in force in the Principality of Monaco shall apply to the personnel of the ACCOBAMS Permanent Secretariat, then a salary scale has been elaborated, in collaboration with the Government of the Principality of Monaco, following a Decision of the Bureau at its 12th Meeting (3-4 December 2018).

The provisions of the amended Headquarters Agreement (Res. 6.2 Appendix 1, para. 4, b) specify that “the staff expenses of the Executive Secretary are covered by the Host Country through reimbursement of relevant expenditures incurred by the Permanent Secretariat within the limit of a gross annual remuneration equivalent to the one provided to civil servants classified as **Department Head of the 3rd Group** of the Monaco Civil Services”. Based on the above, the salary scale **A5**, inspired of those used for senior A category employees of the Monegasque Civil Services, is set for the Executive Secretary position.

Salary scales are based on steps. The career plan shall begin at Step 1 of the salary scale. The normal step increase is each three years. On an exceptional basis, the elapsed period among two steps could be reduced to two or one year, on the basis of demonstrated outstanding performance and upon proposal by the Bureau.

The Executive Secretary is appointed for a maximum of 9 years. Therefore, and considering that Step 3 corresponds to the ceiling amount set as per the provisions of the Headquarters Agreement, then the normal career progression for the Executive Secretary position, will be as follows:

SALARY SCALE	STEPS	STEP INCREASE (years)	ANNUAL GROSS SALARY (€)	ANNUAL SALARY MASS (€) <i>(Supported under HQ)</i>
A5	1	+3	81 709	120 823
A5	2	+3	84 185	124 503
A5	3	+3	86 661	128 156

Annual Gross Salary figures may be revised at the beginning of each triennium in order to reflect the cost of living's evolution. Reference used in this document is 1st January 2019.