



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)



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POSITIONS PROFILE OF THE PERMANENT SECRETARIAT OTHER THAN EXECUTIVE SECRETARY AND REMUNERATION GRIDS

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This document will be available only in electronic format during the Meeting.*

**POSITIONS PROFILES OF THE PERMANENT SECRETARIAT OTHER THAN EXECUTIVE SECRETARY
AND REMUNERATION GRIDS**

Note of the Permanent Secretariat:

In the framework of the implementation of Resolution 6.3 on ACCOBAMS Staff, and to support the Draft Resolution 7.2 on the Structure and Personnel of the Permanent Secretariat, this document presents the objectives, grade, remuneration grids and main qualifications required for the positions, other than the Executive Secretary position, as listed in the draft structure of the ACCOBAMS Permanent Secretariat. This document is based on the recommendations of the Consultant who carried out the functional assessment of the Permanent Secretariat.

Career progressions were elaborated in collaboration with the Government of the Principality of Monaco, in accordance with a Decision of the 12th Meeting of the Bureau and considering that work-related laws in force in the Principality of Monaco shall apply to the personnel of the ACCOBAMS Permanent Secretariat. Salary scales used are inspired of those used for the Monegasque Civil Services, similarly than for the Executive Secretary and the Assistant as per the provisions of Resolution 6.2 amending the Headquarter Agreement with the Host Country.

POSITION
Programme and Project Officer

Main purpose of the Position

The Programme and Project Officer is member of the staff of the ACCOBAMS Permanent Secretariat hosted by the Principality of Monaco through a Headquarters Agreement. The Programme and Project Officer acts under the supervision and the responsibility of the Executive Secretary. The Programme and Project Officer is responsible for ensuring the preparation, planning, implementation and monitoring of the triennial Programme of Work; for monitoring the implementation of decisions made by the Agreement bodies; and for proposing, drafting and compiling documents for institutional meetings and making presentations. The Programme and Project Officer is also in charge of preparing budget forecasts for the activities of the Programme of Work, identifying co-funding opportunities, developing project proposals and ensuring their implementation.

The Programme and Project Officer shall also provide oversight and guidance to temporary staff and fellows.

Qualifications/Experience/Language

Advanced University Degree (Master's degree or equivalent) in environmental studies, biology or related field with specialization in marine environment.

A minimum of five years of experience in management/development/monitoring of multi-activity programmes or projects related to the marine environment, environmental policy coordination and/or in related field.

Fluency in oral and written English and French.

Remuneration grid

The remuneration grid set for the position of Programme and Project Officer is composed of successive salary scales, inspired of those used for A category employees of the Monegasque Civil Services.

Salary scales are based on steps. The normal step increase is set as two or 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 Executive Secretary. The career progression shall normally begin at Step 1 of the lowest salary scale (A1). However, under exceptional circumstances, personnel may be appointed at a higher step to reflect seniority and/or experience.

Normal carrier progression for the position of Programme & Project Officer shall be as follows:

SALARY SCALES	STEPS	STEP INCREASE (years)	ANNUAL GROSS SALARY (€)	ANNUAL SALARY MASS (€) <i>(Supported under TF)</i>
A1	1	+2	40 805	60 163
A1	2	+2	42 786	63 098
A1	3	+2	44 766	66 021
A1	4	+3	46 945	69 229
A1	5	+3	49 124	72 450
A2	6	+3	51 303	75 658
A2	7	+3	53 779	79 315
A2	8	+3	56 255	82 958
A2	9	+3	58 731	86 601
A3	10	+3	61 802	91 141
A3	11	+3	64 278	94 797
A3	12	+3	67 249	99 174
A3	13	+5 and 25 years of service	71 706	105 753

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.

POSITION
Assistant (to the Executive Secretary)

Main purpose of the Position

The Assistant (to the Executive Secretary) is a position supported by the Principality of Monaco through the allowance provided to the ACCOBAMS Permanent Secretariat as per the provisions of the Headquarters Agreement. The Assistant acts under the supervision and the responsibility of the Executive Secretary. The Assistant provides direct assistance to the Executive Secretary by performing the full range of clerical, office management and administrative support functions; assists in the preparation work for institutional meetings including preparation of report sections on assigned topics, routine translation, meeting document's page layout, registration forms, general information sheet, preliminary list of documents, timetable, annotated agenda, list of participants, and logistical/ operational/travel coordination; performs a variety of administrative and technical duties for the Permanent Secretariat; and oversees premises/equipment maintenance.

The Assistant (to the Executive Secretary) assists in the preparation of communication/promotion tools related to the Agreement activities and public awareness tools; drafts text for press release; provides specialized support to the Permanent Secretariat in editing, desktop publishing; coordinates public information events; manages the ACCOBAMS web site; uses social media to disseminate press releases of the Permanent Secretariat; and liaise with ACCOBAMS Partners.

Qualifications/Experience/Language

Three years equivalent University degree in Manager Assistance or communication studies.

A minimum of two years of experience in administrative assistance in multi-thematic international programmes or projects in environment related field.

Demonstrated experience in communication and website management.

Sound knowledge of the Microsoft Office Pack, Adobe Elements (Photoshop/Illustrator/Fireworks or alternative desktop publishing software) and of tools for media and internet communication.

Fluency in oral and written French and English.

Remuneration grid

The remuneration grid set for the position of Assistant to the Executive Secretary, is composed of successive salary scales inspired of those used for B category employees of the Monegasque Civil Services, according to the provisions of the Headquarters Agreement and shall be equivalent to "Attachés", then "Attachés Principaux" and "Attachés Principaux Hautement Qualifiés" (Res 6.2 Appendix 1, para. 4, b).

Salary scales are based on steps. 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 Executive Secretary. The career progression shall normally begin at Step 1 of the lowest salary scale (B1). However, under exceptional circumstances, personnel may be appointed at a higher step to reflect seniority and/or experience.

Normal carrier progression for the position of Assistant (to the Executive Secretary), shall be as follows:

SALARY SCALES	STEPS	STEP INCREASE (years)	ANNUAL GROSS SALARY (€)	ANNUAL SALARY MASS (€) <i>(Supported under HQ)</i>
B1	1	+3	33 080	44 065
B1	2	+3	34 565	46 028
B1	3	+3	36 051	48 018
B1	4	+3	37 537	49 994
B2	5	+3	37 834	50 400
B2	6	+3	39 517	52 634
B2	7	+3	41 003	60 462
B3	8	+3	41 795	61 631
B3	9	+3	43 776	64 553
B3	10	+3	45 757	67 475
B3	11	+3	47 738	70 398
B3	12	+5 and 25 years of service	50 412	74 340

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.

POSITION
Accounting and Programme Assistant

Main purpose of the Position

The Accounting and Programme Assistant is member of the staff of the ACCOBAMS Permanent Secretariat hosted by the Principality of Monaco through a Headquarters Agreement. The Accounting and Programme Assistant acts under the supervision and the responsibility of the Executive Secretary.

The Accounting and Programme Assistant is responsible for ensuring the accounting and processing the financial matters of the budget allocated to the implementation of the triennial Programme of Work, preparing the annual accounting report for review by the Fund Management Controller and establishing the Notes of Expenses related to duty travels.

The Accounting and Programme Assistant provides assistance to the Executive Secretary in general administrative procedures and human resources matters, including contributing to the preparation of the Permanent Secretariat's annual budgetary report.

The Accounting and Programme Assistant provides administrative support to the Programme and Project Officers in programme and projects planning and preparation work, including drafting routine and substantive correspondence; in operational implementation of meetings and workshops including venue, accommodation, travel arrangements, preparation of cost estimates and preliminary documents i.e., list of documents, list of participants.

The Accounting and Programme Assistant ensures the inventory of the Permanent Secretariat equipment.

Qualifications/Experience/Language

Three years equivalent University degree in accounting and administrative studies.

A minimum of five years of experience in accounting for multi-activity complex budgets.

Sound knowledge of the Microsoft Office Pack, in particular of Excel for accounting.

Fluency in oral and written French. Advanced level in oral and written English.

Remuneration grid

The remuneration grid set for the position of Accounting and Programme Assistant is composed of successive salary scales inspired of those used for B category employees of the Monegasque Civil Services.

Salary scales are based on steps. The normal step increase is set as two or three years. On an exceptional basis, the elapsed period among two steps could be reduced to two or one year, respectively, on the basis of demonstrated outstanding performance and upon proposal by the Executive Secretary. The career progression shall normally begin at Step 1 of the lowest salary scale (B2). However, under exceptional circumstances, personnel may be appointed at a higher step to reflect seniority and/or experience.

Normal carrier progression for the position of for the position of Accounting and Programme Assistant shall be as follows:

SALARY SCALE	STEPS	STEP INCREASE (years)	ANNUAL GROSS SALARY (€)	ANNUAL GROSS SALARY (€) Part-time 80%	ANNUAL SALARY MASS (€) <i>(Supported under TF)</i> Part-time 80%
B2	1	+3	32 089	25 671	34 188
B2	2	+3	33 575	26 860	35 772
B2	3	+3	35 060	28 048	37 356
B2	4	+3	36 546	29 237	38 939
B2	5	+3	38 031	30 425	40 523
B2	6	+3	39 517	31 614	42 107
B2	7	+3	41 002	32 802	43 691
B3	8	+3	41 795	33 436	44 541
B3	9	+3	43 776	35 021	46 653
B3	10	+3	45 757	36 606	48 765
B3	11	+3	47 737	38 190	50 863
B3	12	+5 and 25 years of service	50 411	40 329	53 722

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.