

**Vacancy Notice for the Position of Executive Secretary of the
Agreement on the Conservation of Cetaceans of the Black Sea, the
Mediterranean and Contiguous Atlantic area
(ACCOBAMS)**

**Job offer
valid from 5/08/2024 until 9/09/2024 included**

POSITION PROFILE FOR THE EXECUTIVE SECRETARY OF THE AGREEMENT ON THE CONSERVATION OF CETACEANS OF THE BLACK SEA, MEDITERRANEAN AND CONTIGUOUS ATLANTIC AREA (ACCOBAMS)

1. IDENTIFICATION DU POSTE

- 1.1. *Employer* : Permanent Secretariat of the Intergovernmental Organisation ACCOBAMS
- 1.2. *Position* : Executive Secretary
- 1.3. *Type of contract*: private-sector Executive
- 1.4. *Duration of the contract*: 6 years (the first is a probation year; After the initial 6 years, the contract may be renewed once for another 3 years)
- 1.5. *Date of entry into post*: 1st January 2025
- 1.6. *Place of work*: Agreement Headquarters, ACCOBAMS Permanent Secretariat, Principality of Monaco.
- 1.7. *Annual gross remuneration*: 86 k€.
- 1.8. Housing allowance:
 - A monthly housing allowance of €1,000 is allocated to the Executive Secretary, in accordance with the terms set out in Resolution 7.2, Annex 15, point 4.
 - An installation allowance of €6,000 is allocated to the Executive Secretary on entering into post (based on Resolution 6.2, Annex 1, point 6).

2. GENERAL OBJECTIVE OF THE POSITION

The Executive Secretary is in charge of managing the ACCOBAMS Permanent Secretariat, whose functions are set out under Article IV of the ACCOBAMS.

3. ORGANISATIONAL STRUCTURE

- 3.1. *Positions supervised*: staff of the Permanent Secretariat comprising at least an Assistant, two Programme & Project Officers and an Accountant & Programme Assistant.
- 3.2. *Supervisor of the Executive Secretary Position*: ACCOBAMS Meeting of the Parties and the Bureau.

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;
- Liaises with the Chairperson of the Meeting of the Parties and the Bureau, the Scientific Committee, working groups and media representatives;
- Manages both the Agreement's budget and the Host Country grant in the framework of 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 in 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 in 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 national and international level and elaborate proposals for international events;
- Interprets Resolutions/Recommendations of the Meeting of the Parties, decisions made by the Bureau and Recommendations from the Scientific Committee;
- Is self-directed and accountable to the Meeting of the Parties.

5. REQUIREMENTS OF THE POSITION

5.1. Required conditions

- Diploma required: equivalent or superior to Master 2;
- Languages: Fluency in English and French;
- A minimum of 7 years of professional skills in several of the fields related to the job description;
- Familiarity with biodiversity conservation issues;
- Demonstration of an appropriate level of leadership and experience in managing staff and financial resources and in organising high-level meetings;

- Experience or deep knowledge of the functioning of environmental Intergovernmental Organisations dealing with environmental issues, of intergovernmental negotiations and multilateral diplomacy;
- Excellent interpersonal, representation and promotional skills, especially within a multicultural/multilingual environment.
- Capacity to elaborate strategies for financial issues and for the implementation of a programme of actions;
- Capacity to manage multiple activities developing in parallel;
- Availability to travel regularly.

5.2. Preferable Conditions

- Being a national of an ACCOBAMS Party;
- Having familiarity with marine biodiversity conservation;
- Having a good knowledge of a third official language of the Agreement (Arabe, Espagnole, Russe);
- Publications and Reports related to the position profile;
- Participation in meetings or conferences of Intergovernmental Organisations.

6. SUBMISSION OF APPLICATIONS

6.1. Applications must be sent by email to the ACCOBAMS Executive Secretary - ssalvador@accobams.net - before **9 September 2024**.

6.2. Applications must be submitted **in English** language and must include:

- a **motivation letter**, reflecting candidate 's vision on the implementation of the ACCOBAMS;
- a detailed **curriculum vitae** (Europass format) ;
- supporting documents** in relation to the academic background and professional experience, as required in this vacancy notice.

Recommendation letters are not required at this stage of the recruitment process.