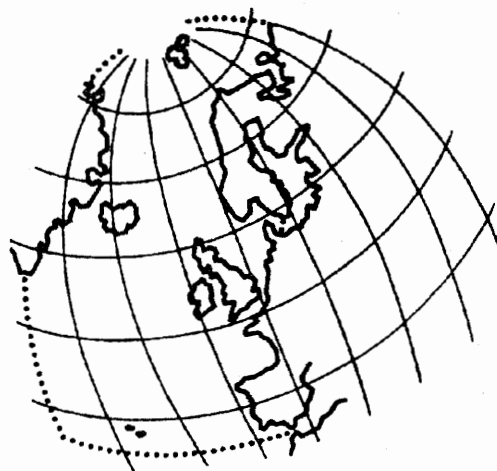


**VACANCY ANNOUNCEMENT AND
JOB DESCRIPTION
for the post of
EXECUTIVE SECRETARY**



Applications are invited from suitably qualified candidates for the post of Executive Secretary in the Secretariat of the OSPAR Commission.

2. Under the Commission's Staff Rules, the appointment will be for an initial period of three years (subject to an initial period of probation). After a review at the end of that period, a second three-year contract may then be offered. There is a maximum period of service of six years, except in special circumstances.

3. The successful candidate will be invited to take up his/her post from 1 October 2006.

4. The post is open to nationals of the Contracting Parties to the OSPAR Convention, that is, nationals from the following countries: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom and nationals of any other State which is a Member State of the European Union.

The OSPAR Commission

5. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic Ocean. It consists of representatives of the Contracting Parties: that is, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Community. The Commission is administered by a Secretariat based in London.

6. The Secretariat consists of an Executive Secretary, four Deputy Secretaries, six administrative assistants and one clerical assistant. The working languages are English and French.

7. The responsibilities of the Secretariat include the preparation of, and assistance at, the meetings of the Commission and of its subsidiary bodies; the preparation of reports and documents for these meetings; the general secretarial duties connected with the smooth running of the Commission's activities and relations with the public, the media and inter-governmental and non-governmental organisations.

8. Further information about the OSPAR Commission can be obtained from the Commission's website at www.ospar.org.

Description of the post

9. The Executive Secretary is the Commission's senior executive official and heads its Secretariat. As such, the Executive Secretary personally, or through the staff of the Secretariat, discharges the following functions: he or she is responsible to the Commission for the day-to-day management of the Commission's business, for drawing up budgets and for the control of the Commission's income and expenditure; he or she acts as Executive Secretary at all meetings of the Commission, ensures that the Secretariat services all

meetings of the Commission's subsidiary bodies and performs any other tasks that are entrusted to him or her by the Commission or by its Chairmen.

10. The Executive Secretary is expected to contribute to policy formulation through the preparation of documents setting out options for consideration by the Commission and/or by its subsidiary bodies.

Requirements for appointment

11. Since the work of the Commission must inevitably take account of the scientific and legal contexts, the person to be appointed should have reached a high educational standard at a university or in a professional qualification, preferably (but not necessarily) in a subject related to environmental sciences, environmental law or environmental management. Work experience in this field at a senior level will also be relevant.

12. Candidates should have at least ten years' work experience. Ideally, this should include experience of working with, or in, international organisations or similar administrative experience. It would also be desirable for candidates to have background knowledge of, or work experience with, the problems of marine environmental protection and pollution-control measures.

13. The person to be appointed will have to have good and proven organisational, administrative and presentational skills. He or she must be able to take responsibility for the management of the Commission's office, its staff and its finances in accordance with recognised good practice. He or she must also be able to set up, run and follow up a large number of meetings every year. In particular, the candidate's personality must permit him or her to get on well with representatives of Contracting Parties while pursuing the purposes of the Commission.

14. The bulk of the Secretariat's work is done in English, but documents, reports and publications are also produced in French and some of the correspondence is written in French. A thorough knowledge of English is therefore essential, as is the ability to draft quickly and concisely in English. Given equal professional qualifications, preference will be given to a candidate who also has a good knowledge of French.

15. The person to be appointed must be prepared to travel to the member countries of the Commission and elsewhere, and accept the occasional working of long and irregular hours. He or she should also be able to represent the views and policies of the Commission at meetings of other international organisations.

Terms of Service and Remuneration

16. The terms and conditions of service will be those set out in the Commission's Staff Regulations. Remuneration will be in accordance with Grade A5 of the scales of remuneration of the Coordinated Organisations for staff serving in the United Kingdom.

17. Further details of the salary and of allowances which may be payable are attached.

Application Procedure

18. Further details of this post and application forms may be obtained from the national contact point given below or from the Executive Secretary.

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 Bundesministerium fuer Umwelt,
 Naturschutz und Reaktorsicherheit
 - Referat WA I 5 -
 Robert-Schuman-Platz 3
53175 Bonn

Tel.: 01888 305 2526
 Fax: 01888 305 2396 /-2397
 E-mail: Hans-Georg.Neuhoff@bmu.bund.de

19. The closing date for applications is **6 January 2006** and applications should be addressed to:

The Executive Secretary
 OSPAR Commission
 New Court
 48 Carey Street
 London WC2A 2JQ
 United Kingdom
 Fax number +44 (0)20 7430 5225

Applications sent by fax should also be sent by post.

20. The timetable for the procedure for appointing the Executive Secretary of the OSPAR Commission is as follows:

Step	Date
Circulation of the job description, salary details and application form via OSPAR Heads of Delegation, relevant international organisations and the OSPAR website.	3 October 2005
Applications to be sent to the Executive Secretary	by 6 January 2006
Shortlisting of candidates	27 January 2006
Interview with short-listed candidates resulting in a recommendation for appointment	9-10 March 2006
Approval procedure finalised	31 March 2006
Successful applicant to take up appointment on	1 October 2006