

Position of Secretary of the North Atlantic Salmon Conservation Organization

NASCO is an international organization, established by an inter-governmental Convention in 1984. The objective of NASCO is to conserve, restore, enhance and rationally manage Atlantic salmon through international cooperation taking account of the best available scientific information. Only Governments are members of NASCO, which has six Parties: Canada, Denmark (in respect of the Faroe Islands & Greenland), the European Union, Norway, the Russian Federation and the United States of America. NASCO also has 35 accredited non-governmental organizations (NGOs). The Organization consists of the Council, North American Commission, North-East Atlantic Commission, and West Greenland Commission. The Secretariat is based in Edinburgh, Scotland and its functions include: providing administrative services and compiling and disseminating statistics and reports concerning salmon stocks.

The North Atlantic Salmon Conservation Organization (NASCO) invites applications for the position of Secretary. The appointment will initially be for a period of four years, renewable once for a second period of four years following a new selection process, and upon mutual agreement of the Council of NASCO and the Secretary.

The duties

The objective of NASCO is “to promote the conservation, restoration, enhancement and rational management of salmon stocks in the North Atlantic Ocean through international cooperation”.

The Secretary is responsible for promoting and coordinating the work of the Organization, as agreed by the Parties to the Convention. The tasks include:

- Supervising and coordinating all the Secretariat’s activities; managing and administering the annual budget of the Organization; and managing the staff of the Secretariat;
- Managing communications with NASCO’s Parties regarding all official correspondence and formal matters;

- Managing relations with NASCO's accredited NGOs, the public, the media and the research community;
- Managing NASCO's meetings, preparing draft/provisional agendas, relevant working papers, reports and other documents, providing organisational arrangements and managing the Organization's websites;
- Liaison with ICES and other relevant international organizations and bodies and representing NASCO at meetings of other international organizations as required; and
- Performing such other functions conferred to the Secretary pursuant to the Convention and documents outlining the Organization's rules of procedure or as may be assigned to him/her by the Council.

Members of the Secretariat have certain diplomatic immunities in line with their duties at NASCO as an International Organization and pursuant to the Headquarters Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland presented to Parliament by the Secretary of State for Foreign and Commonwealth Affairs, March 1986.

Principal qualifications required

At a minimum, the successful applicant will have:

- proven working experience relating to fisheries management, or related fields;
- excellent team management, organizational, administrative, financial and communication (written and oral) skills;
- the ability to work with all Parties equally and diplomatically and to deal appropriately and effectively with a range of international issues;
- experience in the management of administrative and technical staff;
- an educational standard equivalent to an accredited university degree;
- a thorough knowledge of English and the ability to draft quickly and concisely in English; some knowledge of French might be an advantage;
- Experience or knowledge relating to fisheries management, fisheries science, or related fields preferred;

- Understanding of the operations of regional fishery management organizations preferred; and
- A willingness and ability to travel internationally.

Applicants must be citizens/nationals of a Party or jurisdiction of NASCO.

Remuneration

Remuneration will be based on the A5 or A4 Grades of the Coordinated Organizations Scales of Salaries and Allowances, depending on qualifications and experience for the post.

The Organization offers other allowances and benefits including a 15.8% of salary contribution to a Staff Fund established for each Secretariat member. Reasonable relocation costs will be reimbursed to the successful candidate consistent with agreement reached with the President and upon the production of receipts.

Appointment procedures

Shortlisted applicants will be interviewed immediately before NASCO's 2013 Annual Meeting, which will be held during 4-7 June 2013. The successful candidate will assume the position of Secretary on, or shortly after, 1 January 2014.

Applications

For more information about NASCO, please contact the President, Mary Colligan, or consult the NASCO website at www.nasco.int.

Applications should be in English language, and marked "Personal and Confidential". Applications must be transmitted electronically to Mary.A.Colligan@noaa.gov with a carbon copy to hq@nasco.int, and received no later than 1 January 2013.

All applications will be acknowledged.

Applications should include the following:

- Curriculum Vitae (not more than 2 sides of A4);
- A brief statement of why the candidate considers themselves to be suitable for the post;
- Copies of academic and other relevant professional certificates;
- Two references from persons with a recent knowledge of the applicant's character, qualifications and experience; and
- List of publications, if relevant.

All respondents will be considered and a shortlist will be established. Shortlisted candidates will be contacted no later than early May to arrange an interview. NASCO will compensate the reasonable travel and subsistence costs associated with travel to the interview location.