



# Northwest Atlantic Fisheries Organization

P.O. Box 638 • Dartmouth • Nova Scotia • B2Y 3Y9 • Canada  
Telephone (+1-902) 468-5590 • Fax (+1-902) 468-5538  
Email: [info@nafo.int](mailto:info@nafo.int) • Website: [www.nafo.int](http://www.nafo.int)

## Vacancy Announcement

### For the position of Executive Secretary in the Northwest Atlantic Fisheries Organization (NAFO)

The Northwest Atlantic Fisheries Organization (NAFO) invites applications for the position of Executive Secretary. The appointment will be for a term of four years with the possibility of an additional four-year appointment.

NAFO is an international organization with Headquarters in Dartmouth, Nova Scotia, Canada. It is responsible for giving effect to the objectives and principles of the Convention on Future Multilateral Co-operation in the Northwest Atlantic Fisheries (NAFO Convention), the main of which is *“to ensure the long term conservation and sustainable use of the fishery resources in the Convention Area and, in so doing, to safeguard the marine ecosystems in which these resources are found”*.

#### Summary description of the position

The Executive Secretary is NAFO's chief administrative officer and must be impartial and objective in promoting and coordinating the interests of all Contracting Parties. The Executive Secretary is appointed by and subject to the general supervision of the General Council and is responsible for the effective running of NAFO's Secretariat and administration of NAFO's appropriations and budget (currently at the level of CDN \$1.9 million). The salary classification for this position is equivalent to the Government of Canada Chief Executive Officers of Crown Corporations, Group 3. The Executive Secretary's functions include in particular the following:

- Supervise and coordinate all the Secretariat's activities; manage and administer the annual budget of the Secretariat; appoint and supervise the staff of the Secretariat;
- Manage communications with NAFO members regarding all official correspondence, voting procedures and assessments;
- Manage relations with the public;
- Manage NAFO meetings by way of preparing draft/provisional agendas and relevant working papers and documents; acting as official rapporteur at meetings as required, providing organizational arrangements and reviewing, correcting and disseminating all NAFO documents and reports of the Organization's constituent bodies; receive the credentials of the representatives and of observers at annual and special meetings;
- Fulfill duties regarding the NAFO Conservation and Enforcement Measures (CEM) including publication of the CEM, monitoring fishing activities of Contracting Party vessels in the Regulatory Area, presenting charter and quota arrangements between Contracting Parties and reviewing and reporting on fishery statistics and relevant information to Contracting Parties;
- Manage NAFO Publications by way of preparing Annual Meeting Proceedings, Annual Report and other publications and/or periodicals as requested;
- Liaise with governments and international organizations, manage official correspondence and preparation of relevant papers, receive international visitors to the NAFO Headquarters and represent NAFO at meetings of other international organizations, as required;
- Address communications to the Depository Government pursuant to Article XXI, paragraph 2 of the NAFO Convention;
- Perform such other functions as may be assigned to him/her by the General Council, its Chairperson, or the Chairperson of any NAFO body.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled as a consequence of the NAFO Convention and pursuant to the Northwest Atlantic Fisheries Organization Privileges and Immunities Order (Order-in-Council P.C. 1980-132, 11 January 1980), or under any agreement signed between the Organization and the Contracting Party concerned.

The NAFO Staff Rules <http://www.nafo.int/about/overview/governance/staff-rules.pdf> set the conditions and principles of employment and the responsibilities of the NAFO Secretariat Staff.

### **Selection Criteria**

- Experience and detailed knowledge of the operations and activities of international, regional and/or intergovernmental organizations, preferably in the fisheries governance.
- Demonstration of a high level of proven competence in areas such as:
  - Management experience of administrative and technical staff;
  - Preparation of reports, financial budgets and management of expenditures;
  - Organization and the provision of secretariat support for international meetings;
  - Oversight and management of computer services and information technology;
  - Public Relations.
- Familiarity with Atlantic fisheries management affairs.
- Very good spoken and written command of the English language: other language skills would be an asset.
- University degree or similar qualification.

Applicants must be citizens of a Contracting Party of NAFO.

### **Other information**

NAFO offers a competitive salary and benefits package. For additional information please address your inquiries to Mr. Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator; Email: [sgoodick@nafo.int](mailto:sgoodick@nafo.int); Phone: +1 902 468 7541; Fax: +1 902 468 5538.

NAFO is committed to promoting diversity and ensuring employment equity within the Secretariat.

Please consult the NAFO website at <http://www.nafo.int> for further information on NAFO.

### **Availability**

It is expected that the short listed candidates will be interviewed at the 35<sup>th</sup> Annual Meeting of NAFO to be held in Halifax, Nova Scotia, Canada during 23-27 September 2013.

The candidate chosen would be expected to assume the position on 1 January 2014.

**Applications** shall be in English, the official language of the Organization, and should include the following:

- Cover Letter;
- Curriculum Vitae;
- List of publications, if available;
- Copies of academic and other relevant professional certificates (please provide English translation if applicable); and
- Three references from persons with a recent knowledge of the applicant's character, qualifications and experience.

The short-listed candidates will be required to submit a certificate of health.

**Location:** Northwest Atlantic Fisheries Organization  
2 Morris Drive, Suite 100, Dartmouth, Nova Scotia, B3B 1K8, CANADA  
Phone: +1 902 468 5590 Fax: +1 902 468 5538 Web: [www.nafo.int](http://www.nafo.int)

**Please send your application to:**

Dr. Vladimir Shibanov, Executive Secretary  
Email: [recruit@nafo.int](mailto:recruit@nafo.int)

We thank all respondents; however, only candidates under consideration will be contacted.

**Deadline for Application:** 15 May 2013