



North Pacific Fisheries Commission

Vacancy Announcement

for the Position of Executive Secretary of the North Pacific Fisheries Commission (NPFC)

The North Pacific Fisheries Commission (NPFC) invites applications for the position of Executive Secretary. The appointment will be for a term of four years, with the possibility of another four-year re-appointment in accordance with Rules of Procedures.

The NPFC is a regional fisheries management organization headquartered in Tokyo, Japan and is responsible for implementing the objectives and principles of the Convention on the Conservation and Management of High Seas Fisheries Resources in the North Pacific Ocean (NPFC Convention). The Convention's primary objective is to ensure the long-term conservation and sustainable use of fisheries resources in the Convention Area while protecting the marine ecosystems of the North Pacific Ocean in which these resources occur.

For further information on the Commission, please refer to NPFC website: <http://www.npfc.int>.

Summary Description of Position

The Executive Secretary is NPFC's chief administrative officer of the Secretariat.

The Executive Secretary must be impartial and objective in carrying out the responsibilities of the Commission and balancing the interests of all Members of the Commission. The Executive Secretary is appointed with the approval of the Contracting Parties and subject to the general supervision of the Commission, and is responsible for the effective running of NPFC's Secretariat and administration of NPFC's appropriations and budget. The Executive Secretary's functions include in particular the following:

- provide administrative services to the Commission and its subsidiary bodies;
- prepare and transmit the draft provisional agenda and provisional agenda in accordance with Rules 5.1.1 and 5.1.2, respectively;
- receive the lists of authorized delegates and observers at meetings and report thereon to the Commission or subsidiary bodies, as required;
- be responsible to the Commission for the general operations of the Secretariat;
- direct and supervise Secretariat staff;
- make all necessary arrangements for meetings of the Commission and its subsidiary bodies;
- be responsible for all monies received by the Commission and for receiving and disbursing the same in compliance with the Financial Regulations and decisions of the Commission;
- perform all duties set forth in the Financial Regulations relating to the budget;

- keep the records of Commission meetings;
- maintain official files of the Commission and records of actions taken;
- assist the Commission in making suitable arrangements and agreements as needed for consultation, cooperation, and collaboration with other organizations or arrangements as per Article 21 of the Convention;
- delegate to Secretariat staff such of his/her powers as he/she may consider necessary for the effective implementation of his/her responsibilities;
- maintain a list of the official contacts of each member;
- prepare, in consultation with the members of the Commission, an annual report on the Commission's activities; and
- such other functions as the Commission may decide.

Selection Criteria

Primary Qualifications

- Education: university degree or the equivalent
- Language skill: Excellent oral and written communication skills in English
- Experience in and knowledge of fisheries research and/or fisheries management, policy formulation and implementation taking into consideration criteria requirements for the UN D1 level
- Extensive experience in management of some combination of administrative, fisheries management, enforcement, and/or scientific staff
- Excellent interpersonal skills, including a demonstrated ability to work with different organizations, cultures and stakeholders
- Experience in or knowledge of the operations of intergovernmental (global or regional) organizations
- Experience in or knowledge of financial management
- Experience in or knowledge of the organization of international meetings

Secondary Qualifications

- Education: An advanced degree or equivalent
- Language skill: the knowledge of other language of NPFC Members
- Experience in or knowledge of oversight and management of computer services and information technology, human resource management.

Note: Primary qualifications will be given greater consideration than secondary qualifications. However, failure to meet one primary qualification will not disqualify candidates from consideration, when candidates demonstrate excellent qualifications in other areas.

Salary and Benefits

The annual salary is based on the United Nations pay scale, converted in Japanese Yen, at salary range of D1 (<https://icsc.un.org/Resources/SAD/Booklets/sabeng.pdf?r=05960945>) all inclusive, depending on career and experience. The Commission has a benefits package that includes pension, disability, medical and dental, accommodation and education allowances. For information related to benefits such as home leave, annual leave, sick leave, etc., please refer to NPFC Staff Regulations <https://www.npfc.int/npfc-administrative-documents>.

Appointment procedures

A shortlist of five applicants will be interviewed during the NPFC's 7th Annual Commission meeting, which will be held in early 2022. Should an in-person meeting be scheduled, economy class flights fares from/to the place of residence and other associated costs with travel to interviews will be reimbursed by the NPFC. The successful candidate will assume the position of Executive Secretary shortly after the 7th Commission meeting.

Applications

Applications should be in English language and must be transmitted electronically to the NPFC Chairman (Dr. Vladimir Belyaev, belsea@inbox.ru) and Executive Secretary (executive.secretary@npfc.int).

Applications should include the following:

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

The successful candidate may be required to submit a certificate of physical health.

For further inquiries, please contact Executive Secretary at executive.secretary@npfc.int or phone: +81-3-5479-8717, Japan.

Location of the NPFC Secretariat:

2nd Floor Hakuyo Hall, Tokyo University of Marine Science and Technology, 4-5-7 Konan, Minato-ku, Tokyo 108-8477, Japan

Deadline for application: 31 August 2021