
The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)

About CCAMLR: The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) was established by international convention in 1982. Based on the best scientific information available, the Commission determines measures and actions necessary to conserve and sustainably harvest marine living resources in the Antarctic.

Secretariat: The Secretariat is located in Hobart, Tasmania, Australia. The Secretariat supports the regular meetings and daily functions of the Commission and Scientific Committee.

Vision: Globally recognised as a best-practice model for the provision of technical, administrative, scientific and logistical support to an intergovernmental marine conservation and management organisation.

Mission: To provide support to the Commission in achieving the Convention's objective of conserving Antarctic marine living resources where conservation includes rational use.

Position details

Position title: Executive Secretary

Position type: International Director level D1.

Citizenship requirements: The position holder must be a citizen/national of a [State Member of the Commission](#).

Reports to: The position is accountable to the Commission and the Chair of the Commission (Staff Regulation 1.3).

Position term: Full time four-year term with the possibility of renewal for a second term of four years.

Position purpose: The position is responsible for supporting the Commission and Scientific Committee and leading the Secretariat to deliver its mission, vision and strategic plan.

Delegated Authority

Level of autonomy: The position operates with a high level of autonomy in applying the strategic objectives set by the Commission and Scientific Committee.

Delegation: The position is delegated with leadership and management of the Secretariat.

Representation: The position will have high-level responsibility for representing CCAMLR in its relations with the Government of Australia and internationally.

Responsibilities and duties

Secretariat Services

Responsible overall for ensuring the effective and efficient operation of the Secretariat.

Institute systematic strategic/corporate planning for the Secretariat, including through the Secretariat's Strategic Plan, in consultation with the Commission.

Coordinate, support and liaise with the Chairpersons of the Commission, Scientific Committee and its subsidiary bodies, the Standing Committee on Administration and Finance and the Standing Committee on Implementation and Compliance and any ad hoc groups established, in the management of their respective meetings and implementation of work programs for these meetings.

Manage the necessary preparations and follow-up for all CCAMLR meetings, including the intersessional work of the Secretariat, the Scientific Committee and its subsidiary bodies as well as for any ad hoc groups established.

	Appoint and manage all scientific, technical and administrative staff necessary for CCAMLR to achieve its objective, implementing transparent recruitment procedures, appropriate staffing structures and management systems.
	Create an environment that promotes staff development and positive staff values and maximises their contribution to the organisation. Develop and implement a performance assessment process for all staff members, including the Executive Secretary.
	Oversee the collection, collation and dissemination of information on harvesting, illegal unregulated and unreported fishing, catch documentation and other data as required and in accordance with the conservation measures and CCAMLR objectives, and provide for regular reports on the status of these data holdings to be made to the Commission and Scientific Committee.
	Be responsible for the preparation of the financial budgets for expenditure and forecast budgets for the Commission's consideration and ensure that expenditure is in accordance with the approved budgets.
Representational services	
	Cooperate and liaise with international and other organisations on matters of relevance to CCAMLR and promote the work of CCAMLR internationally.
Academic and other qualifications	
	A university degree, academic degree, or equivalent qualification in a relevant discipline.
Work experience and skills	
	Experience of the operations of international, regional and/or intergovernmental organisations.
	Demonstration of a high level of managerial and leadership experience and proven competence, in such areas as: <ul style="list-style-type: none"> • the selection and management of administrative, technical and scientific staff; • the preparation of financial budgets and the management of expenditures; • the organisation of meetings and provision of secretariat support for high level committees.
	Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.
	Familiarity with Antarctic affairs.
	Familiarity with fisheries and/or ecosystem management.
Competencies	
	Professional competency in English is essential, with proficiency in at least one of the other three languages of the Commission desirable.
	Ability to lead and motivate a team of senior and mid-level managers in a multicultural setting.
	Ability to determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear program priorities.
	Ability to translate strategy into sustainable action and effectively plan, mobilise and manage resources to deliver expected results.

Other qualities or behaviours

Enthusiasm for working in a multi-cultural, multi-skilled environment which includes scientists, resource managers and information managers.
Positive can-do attitude, sound professional judgement and political awareness.
Strong teamwork skills and a commitment to learning, sharing knowledge and training.
Excellent time management skills and ability to meet complex deadlines.
Commitment to Secretariat and CCAMLR cultural behaviours and policies.

Relationships

Position will work closely with the Commission and Scientific Committee, representatives of Members and other Contracting Parties, the Officers of the Commission and Scientific Committee.

Position will manage the Secretariat staff and lead the Senior Leadership Team to deliver the Strategic Plan, maintain and apply the Staff Regulations and Secretariat policies, and service the Commission and Scientific Committee.

Position will maintain relationships with other international organisations and relevant external stakeholders as necessary to support the objectives of CCAMLR.

Position will maintain relationships with relevant Authorities of the Government of Australia and the State Government of Tasmania to ensure the effective implementation of the Headquarters Agreement and support the Headquarters of the Commission in Hobart.

Other information

Culture:	CCAMLR promotes equal opportunity, gender equality and cultural, linguistic and ethnic diversity in the workplace.
Salary:	A generous salary is offered in line with the International Civil Service Commission (ICSC) Director Grade D1.
Visa:	CCAMLR will sponsor a relevant Diplomatic visa for non-Australian post holders.
Relocation expenses:	Removal, settling in grant and repatriation expenses are paid, if required, in line with the ICSC and CCAMLR Staff Regulations.
Other benefits:	Other benefits are provided according to CCAMLR Staff Regulations.
Hours of work:	40 hours per week, but flexibility of working hours is required particularly during CCAMLR's annual meeting cycle.
Location:	Hobart, Tasmania, Australia.
Performance review:	Annually, through the review of the Executive Secretary's Report by the Standing Committee on Administration and Finance.
Other:	All members of staff must adhere to CCAMLR's Staff Regulations and all other Secretariat policies and procedures. The successful candidate will need to obtain a National Police check and undergo a medical clearance.
