



Commission for the Conservation of Southern Bluefin Tuna Executive Secretary

The Commission for the Conservation of Southern Bluefin Tuna (CCSBT) invites applications for the position of Executive Secretary.

The CCSBT is an intergovernmental organisation responsible for the global conservation and management of southern bluefin tuna. The Secretariat of the CCSBT is a small team of administrative and professional staff, headquartered in Canberra, Australia. The Executive Secretary is responsible for the management and supervision of the Secretariat, and for supporting the operation of the Commission, including its meetings and its conservation and management measures.

The Executive Secretary's duties include:

1. Facilitating the operation of the Commission and coordination between CCSBT Members.
2. Managing the Secretariat's activities, including appointment and supervision of staff and oversight of external contractors.
3. Ensuring the smooth running and implementation of the CCSBT's science projects, compliance regime and data management functions.
4. Organisation and management of meetings of the Commission and its subsidiary bodies, including event arrangements, preparation of draft and provisional agendas in conjunction with meeting Chairs and CCSBT Members, preparation and presentation of papers for meetings, rapporteuring and drafting the official reports of meetings, and maintaining the records of CCSBT meetings.
5. Providing both substantive and administrative support to the Commission and Extended Commission Chairs, and to Chairs of the CCSBT's subsidiary bodies.
6. Management and control of the Commission's expenditure and funds and preparation of draft financial budgets in accordance with the Commission's Financial Regulations.
7. Receiving and transmitting the Commission's official communications, including coordination of the Commission's intersessional decision-making process.
8. Representing the Commission at meetings, forums and other venues as appropriate.
9. Performing such other functions as are necessary to ensure the efficient and effective operation of the Commission, including other functions assigned by the Commission and its subsidiary bodies.

The Commission will be guided by the following **Selection Criteria** for appointing an Executive Secretary:

1. High level skills, managerial experience and proven competence in such areas as:
 - Provision of strategic and operational advice,
 - Selection and supervision of administrative and professional staff in a small office,

- Oversight and management of compliance, data management and science functions of an organisation,
 - Preparation of financial budgets and the management of expenditure, and
 - Organisation of international meetings and provision of secretariat support for high level committees, including preparation of meeting papers and reports.
2. Demonstrated capacity to take initiative.
 3. Demonstrated ability to communicate and work effectively in a multicultural environment with delegates from a wide range of countries, including managers, scientists, technical experts, and other stakeholders.
 4. Experience or detailed knowledge of the operations of international and intergovernmental organisations.
 5. Experience or knowledge of fisheries research and/or fisheries management.
 6. Complete fluency in either English or Japanese. An understanding of both English and Japanese for normal daily use is beneficial.
 7. University degree, with a preference for a post graduate degree or equivalent relevant to fisheries management or research or other relevant fields.
 8. Ability to undertake international travel for periods of approximately 1-2 weeks multiple times per year.

The appointment will be for a term of three years with the possibility of renewal, subject to the approval of the Commission. The offer of appointment will be subject to the successful candidate undergoing a medical examination and presenting a certificate stating that they have no medical condition which might prevent them from performing their duties, or which might endanger the health of others.

Salary and other remuneration is paid in Australian dollars in accordance with the CCSBT's [Staff Regulations](#), which also describes the other conditions of employment. The salary, is based on the Professional D1 level of the [United Nations \(UN\) Common System of Salaries, Allowances and Benefits](#), starting at Step 1. With some exceptions, the scale of allowances is also based on the UN system. Allowances may be provided for removal expenses, installation costs, repatriation & separation payments, dependent spouse and children, and other expenses where applicable.

Applications addressing the above Selection Criteria should be emailed to the Executive Secretary, Robert Kennedy (rkennedy@ccsbt.org) by **4 March 2022**. Applications should include the following:

- A covering letter containing a succinct description of the applicant's experiences and abilities in relation to the Selection Criteria.
- A Curriculum Vitae.
- Three reference letters from people with a recent knowledge of the applicant's character, qualifications and experience. Contact details for these referees should also be provided.

For further inquiries, please contact the Executive Secretary by email at: rkennedy@ccsbt.org or by phone: +61 2 6282 8396.

Interviews of shortlisted candidates are scheduled for April 2022. It is expected that **the**

successful candidate will take up the post in Canberra, Australia on Monday 26 September 2022. This will allow a five-week overlap with the current Executive Secretary, including participation at approximately two-weeks of annual meetings of the CCSBT.