



Food and Agriculture Organization of the United Nations

Vacancy Announcement No. IRC3074 Deadline for Applications: 11 January 2016

Title	Executive Secretary, Indian Ocean Tuna Commission
Grade	D-1
Number	0897906
Duty Station Location	Victoria, Seychelles

Summary of Duties and Functions

Pursuant to Article VIII.2 of the Agreement, the Executive Secretary shall be responsible for implementing the policies and activities of the Commission and shall report thereon to the Commission. He/she shall also act as Executive Secretary to the subsidiary bodies established by the Commission, as required.

The incumbent will have overall responsibility for planning, coordination and administration of the Commission in accordance with the Agreement and the decisions of the Commission. He/she shall, for administrative purposes, be responsible to the Director-General of FAO. He/she will in particular:

- receive and transmit the Commission's official communications;
- maintain high level contacts with appropriate government officials, fishery institutions and international organizations concerned with tuna fisheries to facilitate consultation and cooperation between them on information collection and analysis;
- maintain an active and effective network of national focal points for routine communication of progress and results of the activities of the Commission;
- prepare and implement work programmes, prepare budgets and ensure timely reporting to the Commission;
- authorize disbursement of funds in accordance with the Commission's budget;
- account for the funds of the Commission;
- stimulate interest among Members of the Commission and potential donors in the activities of the Commission and in possible financing or in implementing of pilot projects and complementary activities;
- promote, facilitate and monitor the development of databases for resource assessment and biological and socio-economic research to provide a sound basis for conservation management;
- coordinate the Members' programmes of research when required;
- organize sessions of the Commission and its subsidiary bodies and other related ad hoc meetings, and to maintain records of the proceedings;
- prepare background papers and a report on the Commission's activities and the programme of work for submission to the Commission at the regular sessions, and arrange the subsequent publication of the report and the proceedings of the Commission as well as its subsidiary bodies and related ad hoc meetings;
- perform other related duties as required by the Commission.

General Requirements

- Advanced university degree in fisheries biology, fisheries science, fisheries economics or related field;
- At least fifteen years of experience in fisheries management, policy formulation, preferably including bilateral and international relations;

- Extensive professional experience in planning, organizing and coordinating work programmes relevant to the activities of the Commission, and in management and provision of budgetary oversight for programme delivery and the organization of international meetings;
- Working knowledge of either English or French and a limited knowledge of the other language. Preference may be given to candidates who have working knowledge of both languages;
- Ability to work effectively with people of different national and cultural backgrounds in an international setting.

Leadership Competencies

Results focus: Takes accountability for the delivery of agreed results in service of FAO's strategic framework - **Leading, engaging and empowering others:** Coordinates, directs, facilitates and recognizes team efforts; creates an enabling environment and assists others to realize and develop their potential - **Communication:** Encourages and contributes to clear and open communication - **Partnering and Advocating:** Promotes ideas and develops partnerships to advance the Organization's work - **Knowledge sharing and continuous improvement:** Continually seeks to improve the knowledge, skills and work processes of oneself and others - **Strategic thinking:** Makes informed and coherent decisions aligned with broader goals and strategies.

Please note that all candidates should adhere to FAO values of *Commitment to FAO, Respect for all and Integrity and Transparency*.

Remuneration

The Executive Secretary is appointed under the same terms and conditions as staff members of FAO.

FAO adheres to the UN common system of salaries, allowances and benefits. General information regarding salaries and allowances can be found at the International Civil Service Commission Web site: <http://licsc.un.org/rootindex.asp>

How to Apply

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete the on-line application. Only applications received through iRecruitment will be considered.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org