



Jobbnorge-ID: 139714

Søknadsfrist: Avsluttet

Nettside:

Omfang:

Varighet:

## Executive Secretary of the Arctic Monitoring and Assessment Programme (AMAP)

The Arctic Monitoring and Assessment Programme (AMAP) Foundation Board seeks a full-time Executive Secretary of the AMAP Secretariat. The AMAP Secretariat, established for more than 25 years, supports the work of the AMAP Working Group, one of six Working Groups of the Arctic Council. The position is to be located in Tromsø, Norway.

### Role and Responsibilities

The primary task of the AMAP Secretariat is to support the work of the AMAP Working Group (WG), which includes: developing and implementing circumpolar monitoring and assessment activities, as described in the AMAP multi-year work-plan; delivering scientific assessment products, including identifying and managing finances associated with this work; preparing meetings and assisting the AMAP WG Chair in reporting to the Arctic Council Senior Arctic Officials (SAOs).

Responsibilities of the Executive Secretary include:

- Leading and managing the day-to-day operation of the Secretariat.
- Managing the AMAP Secretariat human resources (staff of seven employees), including salaries and employment conditions, recruitment, dismissal and professional development.
- Supporting the development and implementation of the AMAP multi-year work-plan that is agreed by the AMAP WG in response to requests from the Arctic Council.
- Tracking and reporting to the AMAP WG on the status and progress of AMAPs work to develop programmes, activities, timelines and milestones associated with the production and delivery of assessment reports as well as other outreach and communication activities.
- Coordinating AMAP work as appropriate with that of other Arctic Council WGs, other subsidiary Arctic Council bodies, and relevant non-Arctic Council organizations.
- Identifying, acquiring, managing and reporting on finances necessary to implement AMAP programme activities and related work.
- Ensuring the necessary contact with relevant international and regional institutions and organizations to secure a cost-efficient monitoring and assessment network.
- Ensuring effective communication of AMAP work to the wider scientific and policy-making communities.

The Executive Secretary is appointed by the AMAP Foundation Board, that is responsible for overseeing the AMAP Secretariat foundation operations, including approval of its finances. The Executive Secretary, therefore, also reports to the AMAP Foundation Board on organizational and financial matters.

### Required Qualifications and Experience:

A successful candidate for the position should:

- Hold an advanced university degree (minimum Masters level) in Natural Sciences or equivalent education.
- Have demonstrated capabilities for leadership in relevant areas of work and in leading teams through change.
- Have proven professional experience in management and administration, including managing human and financial resources.
- Have relevant work experience with international organizations and international scientific cooperation, programmes and activities.
- Have a thorough knowledge, insight and understanding of Arctic natural science and policy issues, including the ability to identify emerging issues.
- Have a good understanding of the integrity of the scientific processes.
- Have experience in networking and establishing and maintaining strategic partnerships with various partners and stakeholders.
- Have the ability to work constructively with different organizations, cultures, and stakeholders to build consensus to achieve common goals.
- Have excellent inter-personal skills and the ability to exercise sound judgement.
- Possess excellent communication skills and be fluent in spoken and written English (the working language of AMAP and the Arctic Council).

### Terms

The Executive Secretary position is subject to a 3-year renewable contract. Salary is negotiable, based largely on level of previous experience.

The work place is Tromsø, Norway. National and international travel will be required. The position is open immediately.

Further inquiries about the position may be directed to: Ingrid Berthinussen, Chair of the AMAP Foundation Board (e-mail [ingrid.berthinussen@npolar.no](mailto:ingrid.berthinussen@npolar.no); phone +4748289545), or Morten Olsen, AMAP Co-Vice Chair, Kingdom of Denmark HoD to AMAP: [mso@efkm.dk](mailto:mso@efkm.dk); +45 25650247).

**The application deadline is 25<sup>th</sup> August 2017**

Applications must include a short narrative describing, with reference to the selection criteria outlined above, the personal skills and experience that you would bring to the job; a CV of maximum 3 pages detailing relevant qualifications and experience; and the names and contact information for at least three professional references. Please submit a complete application, including necessary documents/attachments, electronically via this page. Please do not include copies of articles or other work with the application, but note that they may be requested later.

*All applications are handled in confidence until the application deadline. Thereafter, a public list of applicants will be prepared. Applicants who wish to reserve their applications from the public list must give reasons for this when submitting their applications. Information about an applicant can be made public even if the applicant has requested not be included from the public list of applicants, cf. Freedom of Information Act, Section 25, 2nd paragraph.*

## **Tilleggsinformasjon**

**Arbeidssted:**