

Deputy Secretary to the Arctic Monitoring and Assessment Programme (AMAP) Secretariat

The Arctic Monitoring and Assessment Programme (AMAP) Secretariat seeks a full-time Deputy Secretary.

The AMAP Secretariat, established for more than 25 years ago, supports the work of the AMAP Working Group (WG), one of six Working Groups of the Arctic Council. 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, 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.

Responsibilities of the Deputy Secretary include:

Supporting the implementation of the AMAP multi-year work-plan by coordinating monitoring and assessment projects, including coordinating the work by AMAP Expert Groups.

Tracking and reporting on the status and progress of AMAPs work, timelines and milestones associated with the production and delivery of assessments.

Identifying, acquiring, managing and reporting on project finances on AMAP activities and related work.

Representing AMAP in relevant international and regional processes on monitoring and assessment networking, coordinating assessment work with the other Arctic Council WGs and subsidiary bodies, and relevant non-Arctic Council organizations, as well as general outreach and communication activities.

Required Qualifications and Experience:

The successful candidate:

Holds minimum a completed Master's degree (or equivalent), preferably in life sciences related to polar research, climatic change and/or environmental protection.

Has proven experience in project management and administration, including securing and managing project funding.

Has relevant work experience with international organizations and international scientific cooperation, programs and activities.

Has knowledge and understanding of Arctic science and policy issues, including the ability to identify emerging issues.

Has experience in networking and establishing and maintaining strategic partnerships with various partners and stakeholders, preferably in the Arctic.

Has the ability to work constructively with different organizations, cultures, and stakeholders to build consensus to achieve common goals.

Has excellent inter-personal skills and the ability to exercise sound judgement.

Possess excellent communication skills and is fluent in spoken and written English (the working language of AMAP), and preferably also in one other langue spoken in the Arctic states.

Terms

The Deputy Secretary position is a permanent position. A six-month trial period applies.

Salary is negotiable, based largely on competence and 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 AMAP by Rolf Rødven, Executive Secretary (e-mail amap@amap.no; phone +47 905 28 605), or Simon Wilson, Deputy Executive Secretary (e-mail: amap@amap.no, phone: +44 (0)1993 703439).

How to apply for the position

Applications must include a short narrative (maximum 2 pages) describing, with reference to the selection criteria outlined above, 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. 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. 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.

Applications shall be sent by e-mail to the AMAP Secretariat: amap@amap.no

The application deadline is 20 January 2019.

The Arctic Monitoring and Assessment Programme (AMAP)

The Arctic Council is the leading intergovernmental forum on common Arctic issues, in particular on issues of environmental protection and sustainable development in the Arctic. AMAP Working Group is mandated to monitor, assess and report on the status and effects of Arctic pollution and climate change issues.

Over the past 25-years AMAP has delivered a series of high-quality assessments that provide independent, science-based recommendations intended to support policy- and decision-makers for the protection and sustainability of Arctic ecosystems and people. For more information, please visit: www.amap.no.

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