South Indian Ocean Fisheries Agreement

EXECUTIVE SECRETARY

JOB DESCRIPTION

POSITION TITLE: Executive Secretary

KEY FUNCTION: To ensure the efficient and effective operation of the new South Indian Ocean Fisheries Agreement (SIOFA) Secretariat

LOCATION: Saint-Denis de La Réunion, La Reunion Island, France

DURATION: Fixed term: 4 years with the possibility of one renewal

SALARY RANGE: The Executive Secretary's remuneration is expected to be in the range on the United Nations salary scale for a P5 agent

Context

The Southern Indian Ocean Fisheries Agreement (SIOFA) was signed in Rome the 7th July 2006 and entered into force in June 2012. So far, SIOFA has been ratified by Australia, the Cook Islands, , the European Union, France on behalf of its Indian Ocean Territories, Japan, the Republic of Korea, Mauritius and the Seychelles. Kenya, Madagascar, Mozambique and New Zealand are also signatories to this Agreement but have not ratified it.

The objectives of this Agreement are to ensure the long-term conservation and sustainable use of the fishery resources in the Area through cooperation among the Contracting Parties, and to promote the sustainable development of fisheries in the Area, taking into account the needs of developing States bordering the Area that are Contracting Parties to this Agreement, and in particular the least developed among them and small-island developing States.

The first Meeting of the Parties, the Agreement's decision-making body, was held in Australia in October 2013. The second Meeting of the Parties, held in Mauritius in March 2015, agreed to base the Headquarters in La Réunion, a French Department and outermost region of the EU, in the Indian Ocean.

An Extraordinary Meeting of the Parties took place in Brussels in October 2015. Important decisions were taken for the functioning of this new regional fisheries management organisation (RFMO), notably the adoption of the Rules of Procedures and Terms of Reference for three subsidiary bodies, putting SIOFA on track to become a fully effective RFMO.

Contracting Parties agreed that the EU would assume responsibility for the Interim Secretariat until the next Meeting of the Parties. The Executive Secretary shall be selected during the third Meeting of the Parties in La Réunion in June 2016, on the basis of a procedure agreed in Brussels in October 2015.

Purpose

The purpose of the position is to ensure the efficient and effective operation of the SIOFA Secretariat during the first years of the Organisation in its Headquarters in La Reunion. The Executive Secretary will be accountable to, and report to, the Meeting of the Parties.

Qualifications and prior experience

The prospective candidate should have:

- University-level qualifications, preferably at post-graduate level, in a relevant field. Relevant fields include fisheries management, marine biology, economics, international law and/or international relations.
- At least ten years relevant experience in fisheries management policy or policy formulation and implementation or multilateral relations.
- The ability to exercise a high degree of professional initiative and autonomy.
- Experience in the organization of international meetings, staff management, as well as the preparation and management of budgets, working documents and reports.
- High level diplomatic and representations skills to represent the organisation regionally and internationally as required; an excellent command of English. Preference may be given to candidates who also have a good working knowledge of French.
- Other essential requirements include competence in the selection of staff.
- Desirable requirements include: a high degree of adaptability and ability to cooperate effectively with people of different nationalities and of various social and cultural backgrounds and education levels, as well as experience on fisheries related issues.

Functions and duties

The functions of the Executive Secretary are described in the Southern Indian Ocean Fisheries Agreement (SIOFA) Rules of Procedure, as follows:

Rule 9 – Executive Secretary's functions and duties

1. *The Executive Secretary shall assist the Meeting of the Parties and its subsidiary bodies in fulfilling their respective tasks.*
2. *The Executive Secretary shall:*
   a) *have full power and authority over the Secretariat subject to the general supervision of the Meeting of the Parties and within the provisions of any staff regulations;*
   b) *receive notifications of the designated representatives, alternate representatives, experts and advisers at meetings and report thereon to the Meeting of the Parties as required;*
   c) *maintain a list of the Official Contacts;*
   d) *perform all duties assigned to him or her in the Financial Regulations;*
   e) *delegate to Secretariat staff any administrative duties as he or she may consider necessary for the effective implementation of his or her responsibilities in accordance with any staff regulations to be agreed by the Meeting of the Parties;*
   f) *manage the collection and sharing of data and information in accordance with standards, rules and procedures determined by the Meeting of the Parties pursuant to Article 6(1)(f) of the Agreement;*

g) keep the Meeting of the Parties informed of any issues or matters which may be of interest to them;

h) communicate with other relevant regional fisheries management organisations / arrangements; and

i) perform such other functions as may be assigned to him or her by the Meeting of the Parties.

3. *While holding this position, an Executive Secretary shall not perform the duties of a representative, alternate representative, expert or adviser of a Contracting Party or a participating fishing entity.*

APPENDIXES:

- Decisions of the First SIOFA Meeting of the Parties – Melbourne, 18-19 October 2013
- Report of the Second SIOFA Meeting of the Parties – Mauritius, 17-20 March 2015
- Report of the First SIOFA Extraordinary Meeting of the Parties – Brussels, 12-16 October 2015