



Call for Applications

ACAP Executive Secretary

Agreement on the Conservation of Albatrosses and Petrels

Applications are invited for the post of Executive Secretary in the Secretariat to the Agreement on the Conservation of Albatrosses and Petrels (ACAP). The ACAP Secretariat is an Intergovernmental Organisation that supports the work of the Agreement in seeking to achieve and maintain a favourable conservation status for albatrosses and petrels. The Secretariat's Headquarters are located in Hobart, Tasmania, Australia.

The Executive Secretary will be appointed in accordance with the terms and conditions determined by the Agreement's Staff Regulations. Appointment will be for a term of four years, commencing on 1 December 2018, and subject to a satisfactory performance evaluation at the end of the first year of employment. The successful applicant shall be eligible for reappointment for one additional term, with the total length of employment not exceeding eight years. A remuneration package will include a salary in a range that, at present, commences at AUD 148,869. Allowances including superannuation will be provided to the successful applicant.

Applications are invited from persons meeting the following criteria:

Essential criteria

1. Must be a national of an ACAP Party.
2. Experience or detailed knowledge of the operations of international intergovernmental organisations.
3. Representational and promotional skills.
4. Fluency in one of the ACAP official languages (English, French or Spanish).
5. Demonstration of an appropriate level of managerial experience and proven competence, including: (a) the preparation of financial budgets and the management of expenditures, and (b) the organisation of meetings and provision of Secretariat support for high level committees.

Desirable criteria

6. Familiarity with the conservation of albatrosses and petrels.
7. Relevant experience and qualifications.
8. Proficiency in the ACAP languages.

Applications addressing the above selection criteria should be emailed to the Executive Secretary, Dr Marco Favero (Marco.Favero@acap.aq) by close of business 29 April 2018 (UTC+10). Applicants are requested to complete the attached personal information form and to provide a statement (maximum 1500 words) in support of their application addressing the above selection criteria.

All applications will be screened by the ACAP Recruitment Sub-committee and those successful at the initial screening will be invited to complete a full application (indicative date, 5 June 2018). These will be reviewed and follow-up interviews by telephone may occur. A final shortlist of two candidates will be invited to attend a face-to-face interview with the Recruitment Sub-committee.



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ACAP Executive Secretary
Agreement on the Conservation of Albatrosses and Petrels

Please send this completed form along with your supporting statement addressing the selection criteria below (maximum 1500 words) to Dr Marco Favero, Executive Secretary, Agreement on the Conservation of Albatrosses and Petrels, Marco.Favero@acap.aq

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PERSONAL INFORMATION	
Name	
Date of birth	
Place of birth	
Nationality	
CONTACT INFORMATION	
Mailing address	
Home Phone	
Business Phone	
Mobile Phone	
E-mail address	
E-mail address (alternative)	



**APPLICATION FOR THE POST OF EXECUTIVE SECRETARY
AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

Name of applicant:

supporting statement (maximum 1500 words)