



9 January 2017

Vacancy Announcement: Post of Professional Secretary (Maritime, Response, Fish) at the HELCOM Secretariat

Applications are invited from suitably qualified candidates for the post of Professional Secretary for the [Maritime Working Group](#), the [Response Working Group](#) and the [Group on Ecosystem-based Sustainable Fisheries](#) at the Baltic Marine Environment Protection Commission - Helsinki Commission (HELCOM) Secretariat. The post, which is based in Helsinki, Finland, at the Commission's Secretariat, will become vacant on 1 March 2018.

The post is open to nationals of the Contracting Parties to the Helsinki Convention and nationals of any other state which is a Member State of the European Union.

HELCOM is an intergovernmental organization established for the purposes of the Convention on the Protection of the Marine Environment of the Baltic Sea Area, 1992, consisting of Denmark, Estonia, the European Union, Finland, Germany, Latvia, Lithuania, Poland, Russia and Sweden. The aim of the Convention is to restore the ecosystems of the Baltic Sea Area and preserve its ecological balance by preventing pollution from all sources reaching the Baltic Sea and ensuring the sustainable use of natural resources within the Baltic Sea Area.

The Commission is administered by its international Secretariat based in Helsinki, Finland. The Secretariat consists of an Executive Secretary, three Professional Secretaries, Communication Secretary, Administrative Officer and general and project staff. The Commission works in English.

HELCOM has over 40 years of experience of unique cooperation in the Baltic Sea Region bringing together the Contracting Parties and engaging actors from different institutions, sectors and interest groups in a common mission to reach a good environmental status of the Baltic Sea. The main duty of HELCOM is to make policies and recommendations on relevant measures to be implemented by the Contracting Parties. HELCOM Baltic Sea Action Plan (BSAP), including its follow-up commitments, is the main programme for action.

The Maritime Working Group works to prevent any pollution from ships, including deliberate operational discharges as well as accidental pollution. The group works to ensure that adopted regulations are observed and enforced effectively and uniformly through close international co-operation and to identify and promote actions to limit sea-based pollution while ensuring safe navigation. The Maritime group organizes regular meetings involving representatives from inter-governmental organizations, non-governmental organizations, maritime transportation authorities and pollution incident response organizations. The group works closely together with other international bodies such as the International Maritime Organization (IMO).

The Response Working Group works to ensure swift national and international response to maritime pollution incidents, to ensure that in case of an accident the right equipment is available and routines are in place to respond immediately in co-operation with neighbouring states, to analyze developments in maritime transportation around the Baltic and investigate possible impacts on international cooperation with regard to pollution response and to coordinate the aerial surveillance of maritime shipping routes to provide a complete picture of sea-based pollution around the Baltic, and to help identify suspected polluters. The Response group coordinates two joint aerial surveillance flights a year as well as other operational exercises to combat pollution. The group works closely with other relevant international bodies including BONN Agreement, and the International Maritime Organization (IMO), to ensure international measures are suitably applied and implemented in the Baltic.

The Group on Ecosystem-based Sustainable Fisheries deals with fisheries in relation to the implementation of the ecosystem-based approach. Moreover, the group will respond to the need to find solutions on how the sector could further contribute to reaching the Good Environmental Status of the Baltic Sea by 2021. The group will involve representatives from fisheries and environment authorities of the Baltic Sea countries, as well as EU, and HELCOM observers and others as appropriate.

Responsibilities

The Professional Secretary is responsible for:

- the management and facilitation of the work of the Maritime Working Group, the Response Working Group and the Group on Ecosystem-based Sustainable Fisheries as well as projects related to these;
- the overall coordination, implementation and further development of matters related to sea-based sources of pollution;
- ensuring a swift national and trans-national response to marine pollution incidents in close cooperation with the Contracting Parties to the Helsinki Convention;
- tasks connected with environmentally friendly shipping, safety of navigation, sustainable fishing and aquaculture and preparedness for and response to marine pollution;
- other tasks entrusted to him/her by the Executive Secretary.

The common requirements and duties for the Professional Secretaries as well as the post description of the vacancy are attached (see below).

Qualifications and experience

The person to be appointed shall have:

- knowledge from the work carried out in HELCOM and sound understanding of the role of HELCOM and its Secretariat;
- a university degree in maritime science or law or corresponding education;
- a minimum of five years of relevant professional experience on national level;
- proven strong team-orientated skills;

- excellent organizational and administrative skills and proven ability to deliver to tight timelines.

A thorough knowledge of the English language and the ability to draft quickly and concisely in English are essential, as is computer literacy. Professional experience from international policy-making is an asset.

Terms of appointment

The salary, which is non-incremental, is approximately 5.800 EUR per month. The salaries paid by the Commission are exempt from Finnish income tax. In addition, certain allowances may be payable depending on personal circumstances.

The initial appointment is for three years, the first six months of which shall be a probationary period, with the possibility of a prolongation for another period not exceeding three years (3+3 years, maximum 6 consecutive years altogether).

The selected candidate is expected to take up his/her duties on 1 March 2018.

Applications

Applications consisting of a cover letter with motivation and a CV should be sent, preferably by e-mail, to Administrative Officer Satu Raisamo (satu.raisamo@helcom.fi) on **31 March 2017** at the latest. Applications received after that date will not be taken into consideration.

The interviews are planned to take place in June 2017.

POST DESCRIPTION FOR A PROFESSIONAL SECRETARY OF HELCOM

The Professional Secretary will be responsible for the overall coordination, implementation and further development of matters related to sea-based sources of pollution as well as to ensure a swift national and trans-national response to marine pollution incidents in close cooperation with the Contracting Parties to the Helsinki Convention. She/He will specifically undertake the tasks connected with environmentally friendly shipping, safety of navigation, sustainable fishing and aquaculture and preparedness for and response to marine pollution.

To this end the Professional Secretary shall, under the direction of the Executive Secretary, *inter alia*:

1. provide service and technical support inter-sessionally and to the meetings of the Maritime Working Group, the Response Working Group and the Group on Ecosystem-based Sustainable Fisheries;
2. provide guidance and supervision of the daily implementation of the activities under her/his responsibility, including overseeing ongoing contracts and projects with e.g. institutions/consultants;
3. provide support for the considerations of ways and means to manage impacts of maritime transportation to the marine environment, such as pollution by ship-generated wastes, air emissions, introduction of alien species by discharge of ballast water and pollution from accidents;
4. provide support for the considerations of ways and means to promote sustainable fishing and aquaculture;
5. assist in coordinating efforts to ensure successful convictions of offenders to anti-pollution regulations for shipping as well as in coordinating aerial surveillance flights, in assessing results thereof and, on the basis of these results, in identifying needs for possible further actions;
6. provide support for coordination of efforts of the Contracting Parties to the Helsinki Convention in the work of other international organizations, especially the International Maritime Organization (IMO) and the European Maritime Safety Agency (EMSA);
7. assist in promoting adequate national ability to respond to pollution incidents at sea and shore;
8. assist in organising standing operational networks for trans-national cooperation in pollution incidents at sea and shore, including facilitation of direct contacts and cooperation between competent authorities dealing with pollution combatting matters in the Baltic Sea Area;
9. assist in developing suitable routines for cooperation in operational matters with the competent authorities acting under other international agreements of relevance to the combatting of marine pollution in the Baltic Sea Area;
10. assist in updating and keeping under review the HELCOM Response Manual;
11. coordinate collection, analysis and display of relevant statistical and scientific information to support policy decision-making process and information to mariners and support preparation of thematic assessments on:
 - the pollution from human activities at sea and their effects to the marine environment,
 - the effectiveness of adopted measures,
 - the needs and possibilities for additional measures;

12. follow up the implementation of HELCOM Baltic Sea Action Plan and HELCOM Recommendations connected with maritime and response, as well as fishing and aquaculture and, as appropriate, promote their harmonization with international regulations;
13. initiate and prepare proposals for new projects including for external funding;
14. identify connecting points and establish links between different work strands of HELCOM and contribute to addressing cross-cutting issues.

Qualifications:

University degree in maritime science or law or corresponding education. A minimum of five years of relevant professional experience at the national level. Professional experience at the international level is an asset. Computer literacy is essential.

Language requirements:

Excellent knowledge of English.

COMMON REQUIREMENTS AND DUTIES FOR THE PROFESSIONAL SECRETARIES OF THE HELSINKI COMMISSION

The professional secretaries shall assist the Executive Secretary in performing functions conferred on the Executive Secretary, *inter alia*, by paragraph 5 of Article 21 of the 1992 Helsinki Convention and additionally by the 1992 Baltic Environment Declaration.

The Secretaries shall, under the direction of the Executive Secretary, *inter alia*,

1. Make necessary arrangements for the meetings of the subsidiary bodies and their sub-groups, *inter alia*:
 - a) prepare invitations, provisional agendas, secretariat documents and reports pertaining to such meetings;
 - b) present matters for consideration at such meetings;
 - c) act as Secretaries at such meetings; and
 - d) communicate documents relating to such meetings,

in so far as responsibility for this work or part of it is not assumed, by special arrangement, by a Contracting Party to the Helsinki Convention, an observer of the Commission.

2. In addition the Secretaries shall, as directed by the Executive Secretary:
 - a) respond to requests from Governments, international organizations, NGOs, institutions and individuals;
 - b) represent HELCOM at meetings related to HELCOM's field of responsibility; and
 - c) undertake such other tasks as may be assigned to her/him in the field of her/his competence.
3. The Secretaries shall compile, analyze and assess information related to their area of competence and draw the appropriate conclusions.
4. The Secretariat of HELCOM is understood as a team and each Secretary shall, under the supervision of the Executive Secretary, closely cooperate with the other Secretaries and the Administrative Officer as well as take due account of the work carried out within the subsidiary bodies of HELCOM.