



JOB DESCRIPTION OF THE EXECUTIVE SECRETARY OF THE BENGUELA CURRENT CONVENTION

A. THE ORGANIZATION

The Benguela Current Convention (BCC) is a multi-sectoral inter-governmental organisation established by Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). On 18 March 2013, the Parties signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the BCC as a permanent inter-governmental organisation. The Convention was entered into force on 10 December 2015 after ratification by all three Parties. The Convention was registered with the Secretary General of the United Nations in 13 July 2016. The objective of the convention is to promote a coordinated approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the BCLME, in order to provide economic, environmental and social benefits. It provides a legal framework for cross-border cooperation between the Parties.

The BCC is the first inter-governmental convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level rather than at the national level and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its strategic and operational activities driven by the Commission, and has three permanent advisory committees: The Ecosystem Advisory Committee, Finance and Administration Committee and the Compliance Committee. The BCC Secretariat is entrusted by the Parties to coordinate the BCC activities.

B. JOB DESCRIPTION

The Executive Secretary shall provide strategic leadership and be responsible for the effective coordination of all aspects of the Benguela Current Convention (BCC) in general and in particular for the administration and management of the Secretariat. He/she shall be impartial and objective in promoting and coordinating the interests of the three “Contracting States”, Angola, Namibia and South Africa. He/she shall liaise directly with designated government officials in the structure of the BCC and with other stakeholders, agencies and development partners as deemed necessary by the Commission. The Executive Secretary shall be responsible for the development and management of BCC including the budget and implementation of the workplan in the day-to-day operations of the Secretariat.

C. SPECIFIC DUTIES, RESPONSIBILITIES AND OBLIGATIONS

Under the guidance of the Commission, the Executive Secretary shall:

1. Have oversight responsibilities for financial management and human resources administration of the Secretariat, according to the policies and decisions of the BCC;
2. Strategize, direct and supervise the implementation of the Benguela Current Convention including the Implementation Plan for the Strategic Action Programme (SAP);
3. Prepare an annual workplan of the BCC in close co-operation with the BCC structures;
4. Co-ordinate and oversee the drafting and distribution of all substantive and operational reports of the Ministerial Conference and the Commission;
5. Plan, coordinate and organize meetings of the BCC structures including preparation of the draft agenda in consultations with their respective chairpersons;
6. Record the proceedings, resolutions, proposals, decisions and recommendations adopted by all meetings of the BCC as required and maintain official files;
7. Oversee the preparation, publication and distribution of reports of the BCC and its subsidiary bodies and committees;
8. Prepare, coordinate and submit quarterly reports and annual reports of the BCC;
9. Overseeing the drafting of terms of reference for consultants and contractors;
10. Oversight responsibility for the implementation of the projects;
11. Facilitate the regular reviews of the BCC instruments, as may be required;
12. Liaise with BCC Ministers, National Focal Points, Commissioners, members of the structures national and regional levels;
13. Address communications to the Depository, Namibia;
14. Implement the decisions as adopted by the BCC structures;
15. Ability to draft project proposals and concept notes;
16. Mobilize resources necessary to further the objectives of the BCC;
17. Foster and establish networks and partnership with other organizations, development partners, conventions and other related regional programmes and Commissions, i.e. SEAFO, African LMEs, SADC Secretariat and NEPAD, Regional Seas Conventions, notably the Abidjan and Nairobi conventions;
18. Liaise with the press and media with regard to public relations and establish and maintain a comprehensive website to promote the BCC, its activities and achievements;
19. Represent the BCC at meetings of other regional and international organizations as required;
20. Perform any other functions as may be required by the Commission or by the Ministerial Conference.

D. QUALIFICATIONS

The prospective candidate should have:

Postgraduate degree preferably at Masters or PhD level in marine sciences, environmental management, bio-economics or directly related field (e.g. fisheries management, natural resources economics, business administration, public administration, international marine law).

E. EXPERIENCE

The prospective candidate should have:

1. At least five to ten year's relevant experience in the field related to the assignment;
2. High level diplomatic and representations skills to represent the organization regionally and internationally as required;
3. Familiar with the Benguela Current Large Marine Ecosystem, the threats and challenges facing the resources and the use of an integrated approach to ecosystem-based management;
4. Familiar with the goals and procedures of relevant regional and international organizations, conventions and protocols;
5. Excellent speaking and writing skills of one of the official languages (Portuguese / English) is a requirement and a working knowledge of the other official language of the BCC is desirable;
6. Previous work experience in one or more of the participating countries especially on issues relating to fisheries and environmental management will be favorably considered; and
7. The ability to exercise a high degree of professional initiative and autonomy.

F. CONTENT OF THE APPLICATION

The applications should include the following:

- a) Cover Letter;
- b) Curriculum Vitae;
- c) Copies of academic and other relevant professional certificates;
- d) Three references from persons with a knowledge of the applicant's character, qualifications and experience (at least one referee should have a recent [last two years] knowledge of the candidate).

G. REMUNERATION

The Executive Secretary's remuneration shall be paid at a competitive salary as determined by the Commission.

H. LOCATION

Swakopmund, Namibia.

I. DURATION

Five years with the possibility of one renewal and a probation period of no longer than nine months.

J. APPLICATION PROCEDURE

- a) Only qualified candidates who are nationals of the BCC Parties (Angola, Namibia and South Africa) should apply for this position.
- b) Applications shall be submitted in any of the BCC official language (English or Portuguese) to the Chairperson of the Commission, Ms Anna Erastus (anna@benguelacc.org) in electronic format .

K. CLOSING DATE

Applications must be received and accepted before 16h00, 31 January 2019, Namibian local time. Additional information can be accessed on the BCC webpage (www.benguelacc.org).