

Benguela Current Convention (BCC)

The Benguela Current Convention (BCC) is a regional intergovernmental treaty between the Republics of Angola, Namibia and South Africa. The Convention promotes a coordinated approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the Benguela Current Large Marine Ecosystem for economic, environmental and social benefit. The BCC is governed through the Ministerial Conference, the Commission that provides strategic direction, policy guidance, and oversight to ensure that the objectives of the Benguela Current Convention are achieved. The BCC Secretariat, based in Swakopmund, coordinates and supports all BCC structures and is headed by the Executive Secretary (ES).

ROLE PROFILE

PROFILE INFORMATION			
JOB TITLE	Executive Secretary	GRADE	Patterson E4
BUSINESS UNIT	Office of the Executive Secretary: Five (5) year fixed term contract (renewable based on performance)		
LOCATION	Head Office – Swakopmund, Namibia		
PURPOSE STATEMENT			
To provide strategic leadership and executive management of the Benguela Current Convention Secretariat and ensure the effective implementation of the Convention's mandate, programmes, and decisions of the Commission, while promoting regional cooperation, sustainable ocean governance, and the conservation and sustainable use of the Benguela Current Large Marine Ecosystem.			
ROLE RELATIONSHIPS WITHIN THE ORGANISATION			
MANAGER (1 ST LINE)	Commission		
MANAGER (2 ND LINE)			
ROLE	Executive Secretary		
SUBORDINATES (1 ST LINE)	Deputy Executive Secretary: Corporate Services Deputy Executive Secretary: Technical Services Personal Assistant Internal Auditor Secretary		

SUBORDINATES (2ND LINE)	Manager: Finance and Administration Manager: Data and Information Management Manager: Marketing and Communications Manager: Regional Capacity Development Manager: Compliance Manager: Ecosystem Advisory Services Manager: Monitoring and Evaluation
ROLE CONTENT The following list of Key Performance Areas (KPA) and activities are not exhaustive. The BCC may instruct the employee at any time to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job, or in accordance with operational requirements. KPA: What the area of responsibility includes Role Activities: What activities and related outputs that are required to implement the KPA	
KEY PERFORMANCE AREA	ROLE ACTIVITIES WEIGHT
Strategic Leadership	• Lead the development, management and execution of the BCC's overall strategy and the conceptualization of the overall policy and decision-making direction of the organisation in collaboration with/ as directed by the Commission to ensure the successful execution of the BCC's mandate. • Ensure that the strategic planning process duly considers financial risks, and sustainability, governance, accountability and performance monitoring. • Oversee the develop and execution of all Operational Plans to meet capacity and requirements in line with the overall strategic plans and deliverables and ensure the conversion of business unit operational plans into business activities and objectives to attain strategic targets and performance standards. • Lead the establishment, review and monitoring of key performance indicators related to the strategy and business plans, recognize and identify areas for internal improvement and develop plans for implementation. • Drive the implementation of remedial measures on all audit findings and deficiencies. • Oversee all initiatives and programmes across the BCC to ensure that their conception and implementation support the organisation's strategic objectives and mandate. • Ensure that the organisation is change ready to deliver on the BCC strategy and Ministerial Conference requirements. • Provide leadership and develop a strong team environment committed to the organisation's mission, values and objectives in a manner that instils trust and credibility within internal and external stakeholders. • Lead and drive the building and positioning of a credible brand and image of the BCC nationally and internationally.

Operational Leadership	• Lead the provision of guidance and advocacy regarding technical, operational and advisory services to stakeholders. • Lead the drafting of terms of references for consultants and contractors as required by strategic programmes and projects. • Ensure the effective management and implementation of all programme and project deliverables against agreed-upon standards and financial considerations. • Lead and ensure the effective monitoring and evaluation of programme and project performance against agreed-upon standards and targets. • Spearhead overall organisational development in line with Development Partners and strategic directions of the BCC.
Reporting Management	• Direct and manage the preparation and distribution of all substantive and operational reports of the BCC in collaboration with the Commission and all relevant government agencies. • Oversee the preparation, publication and distribution of scientific reports of the BCC and its subsidiary bodies and committees. • Lead the preparation and submission of quarterly and annual scientific activity reports to the Commission in collaboration with the Deputy Executive Secretary: Technical Services and Programmes Managers.
Commission Meeting Administration	• Ensure that meetings of the Commission, Permanent Committees and Working Groups are coordinated according to the planned schedule. • Ensure the drafting of the agendas and that minutes of meetings are prepared and distributed accordingly as per Standard Operating Procedures. • Ensure that all proceedings, resolutions, proposal decisions and recommendations are recorded and that documents are archived as per standard practice. • Ensure the maintenance of all official files of BCC Commission meetings. • Represent the BCC at other regional and international organisation meetings as required.
Risk and Compliance Management	• Lead the conceptualising of the BCC's risk register in consultation with the Deputy Executive Secretaries and Management. • Lead the deployment and enforcement of proper financial controls to manage the BCC's financial resources and maintain full and proper oversight. • Ensure the mitigation of the BCC's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks. • Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements. • Lead and ensure effective support in the provision of evidence to all internal and external audit requirements. • Lead and drive the maintenance and enforcement of all Service Level Agreements to minimise business risk and ensure business continuity. • Ensure adherence to all relevant laws, policies and Standard Operating Procedures throughout the organisation.
Financial Management	• Lead the overall financial management of the BCC resources including stewardship of funds from development partners, conservation of BCC assets and the effective, efficient and economical use of all the financial resources.

	• Lead the planning, collating and compilation of the BCC's annual budget and capital requests aligned to the tactical delivery plans to support the implementation of set objectives and programmes. • Lead and ensure the effective implementation, management, and monitoring of financial resources and mitigate and report on any variances. • Verify and approve Finance and Procurement related expenditure based on the Delegation of Authority. • Ensure an efficient and effective financial management governance framework, based on internationally acceptable best practices and standards.
People Management	• Build and lead an effective and cohesive team through the effective management of BCC resources. • Lead the implementation of talent acquisition, succession planning, development, and retention strategies for the division. • Lead the enhancement of relevant knowledge and skills through continuous coaching, mentoring, capacity building and nurturing of talent. • Lead and drive a high-performance culture by translating and communicating the annual performance goals and measures based on agreed upon objectives. • Drive a working environment that augments employee engagement, recognition and productivity. • Lead and drive the management of poor performance and disciplinary matters in line with the BCC's policies and procedures.
Stakeholder Liaison and Engagement Management	• Liaise with BCC structures including the Commission and all the Permanent Committees as deemed to build and maintain internal and external stakeholder relationships for the purposes of expectations management, knowledge sharing and integration of finance management. • Represent the BCC at relevant national, regional and international level for the purpose of knowledge sharing and through leadership in achieving the strategic objectives. • Lead continuous and proactive engagement with government officials of the BCC Focal Ministries as well as donor agencies. • Fosters and establish links with international organisations, donor agencies, conventions and other related regional programs and Commissions and provide support, advocacy and share best practices and learning with other entities. • Lead, represent and participate in the organisation's committees and tasks teams when required. • Establish links with and represent the BCC at Executive and Board meetings, and of other regional and international organisations as required. • Actively promote and manage the interests of the Contracting States/Parties (Angola, Namibia and South Africa) and liaise with National Focal Points as required. • Convene and attend meetings and present findings and project related information to relevant stakeholders when required. • Lead the negotiations and enter into partnership agreements with other organisations, institutions and agencies as relevant. • Manage the BCC's relevant service providers as per the agreed SLA to ensure effectiveness and business continuity.

	• Liaise with governments on national and international regulatory aspects, and actively influence legislative outcomes relevant to BCC. • Implement timeous communication on progress and challenges in achieving the tactical work plans and project deliverables to impacted stakeholders.
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ROLE REQUIREMENTS	
QUALIFICATIONS AND SPECIAL CERTIFICATIONS/REGISTRATION	
REQUIRED QUALIFICATION	FIELD OF STUDY
Master's Degree or higher	Marine Sciences, Environmental Management or related field
EXPERIENCE	
REQUIRED	LEVEL: Operational, Supervisory, Managerial, Senior Managerial, Executive
Ten years' experience in Marine Resources Management, Ocean Governance and Programme Project Management.	Senior Managerial
Of which five years' experience in government ministries, Intergovernmental and Regional organizations.	Senior Managerial
LANGUAGE	
English verbal and written communication. Knowledge of Portuguese is highly desirable.	
KNOWLEDGE AND SKILLS	
REQUIRED	LEVEL: Basic, Intermediate, Advanced, Expert
Relevant legislation and regulatory frameworks	Expert
Risk and Compliance Management	Expert
National and Local Government protocols	Expert
Financial concepts, budgeting and forecasting	Advanced
Diplomatic and Negotiating skills and protocols	Expert
Project Management principles	Expert
FAO Code of Conduct for Responsible Fisheries	Advanced
Ecosystem Approach to Fisheries Management	Advanced
SADC Protocol on Fisheries	Advanced
Funding protocols	Advanced
Marine Environment and Marine Economic Protocols	Advanced
Scientific Research techniques and protocols	Advanced
Report Writing protocols	Advanced
Verbal Communication (Portuguese/ English)	Expert

Written Communication (Portuguese/ English)	Expert
Computer Literacy	Advanced
Human Resource Management	Advanced
COMPETENCIES	
REQUIRED	LEVEL: Basic, Intermediate, Advanced, Expert
Judgement and Decision Making	Expert
Strategic Partnering	Expert
Analytical Thinking	Expert
Detail Orientation	Advanced
Innovative Thinking	Advanced
Strategic Thinking	Expert
Conceptual Thinking	Expert
Commercial Acumen	Expert
Results Focused	Expert
Quality Focused	Expert
Assertiveness	Advanced
Developing Others	Expert
Directing Others	Expert
Impact and Influence	Expert
Relationship Building	Expert
Teamwork	Advanced
Problem Solving	Expert
Flexibility and Adaptability	Advanced
Logical Reasoning	Expert

Closing Date: 17h00 Wednesday 30 September 2026

This recruitment is managed by Elite Employment Consultancy.

**WE ENCOURAGE YOU TO APPLY BY SUBMITTING YOUR DETAILED CV ON THIS CAREER PAGE.
(SUPPORTING DOCUMENTS ARE NOT TO BE SUBMITTED AT THIS STAGE.)**

**Please apply by visiting the following website <https://eliteemployment.com.na>
and uploading your CV for the position.**

Enquiries: Antoinette Druker

Email: antoINETte@eliteemployment.com.na | Telephone: 083 723 4152

Kindly take note: Any applications sent to BCC directly, will NOT be considered.

Note: Only nationals of, Angola Namibia and South Africa will be considered.

Only short-listed candidates will be contacted.