

POST DESCRIPTION FOR A PROFESSIONAL SECRETARY (WG GEAR, WG BioDiv and WG Fish) OF HELCOM

The Professional Secretary will be responsible for the overall co-ordination, implementation and further development of matters related to Baltic Sea biodiversity, nature conservation, fisheries management, and the implementation of the ecosystem approach, including horizontal coordination of the implementation of the Baltic Sea Action Plan, monitoring and climate change.

The Professional Secretary will undertake linking the work on the technical and scientific levels with that of the management and policy levels across the implementation of activities in the mentioned fields under HELCOM and other international frameworks.

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 Working Group on Biodiversity, Protection and Restoration (WG BioDiv), the Working Group on Ecosystem-based sustainable fisheries (WG Fish), and the Group on the Implementation of the Ecosystem Approach and their respective subsidiary bodies (WG GEAR);
2. provide guidance and supervision for 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 development of core indicators, the operationalization of assessments and the preparation of holistic and thematic assessments of the status of the marine environment and pressures and impacts from human activities relevant to the positions remit, taking into account the existing technical standards and requirements;
4. provide support to the enhancement and development of the HELCOM databases on monitoring and assessment connected with the COMBINE programme, the HELCOM Biodiversity Database as well as with nature conservation including the upcoming Baltic Sea MPA Portal;
5. assist in the strengthening of communication and management capabilities of the Contracting Parties regarding conservation and protection of HELCOM Marine Protected Areas, endangered species and biotopes;
6. assist in updating and keeping under review the HELCOM Monitoring Manual;
7. keep track of the implementation of the HELCOM Baltic Sea Action Plan and HELCOM Recommendations connected with monitoring and assessment as well as nature conservation and coastal zone management and, as appropriate, promote their harmonization with EU Directives and other international regulations;
8. initiate and prepare proposals for new projects including for external funding;
9. identify and coordinate emerging issues within her/his field of responsibility;
10. identify connecting points and establish links between different work strands of HELCOM as well as with other Regional Sea Conventions and contribute to addressing cross-cutting issues.

Qualifications:

University degree in relevant field (e.g., ecology, marine biology, conservation, environmental science) or corresponding education. A minimum of five years of relevant professional experience at the national or international level.

Language requirements:

Excellent knowledge of English.