

Executive Secretary Position

Applications are invited for a five-year appointment to the position of Executive Secretary of the North Pacific Marine Science Organization (PICES), based in Sidney, British Columbia, Canada. PICES is an international scientific organization, established by an inter-governmental Convention in 1992 (<http://www.pices.int/about/convention.aspx>). The vision of PICES is:

- to be comprehensive in our coverage of North Pacific marine ecosystems.
- to foster and encourage the blending of government and academic scientists from diverse scientific disciplines and all member countries.
- to encourage innovation by fostering rich scientific, technical, and cultural diversity.
- to be a leading contributor to global marine science and sought as a valued collaborator to solve current and future management issues as they emerge.
- to be recognized as the premier organization for current research and understanding of North Pacific marine ecosystems.

The vision, mission, strategy and goals are outlined in the PICES Strategic Plan (<https://meetings.pices.int/About/PICES-Strategic-Plan-Oct-2016.pdf>). The governments of Canada, China, Japan, Korea, Russia, and United States are the Parties to the convention. The organization consists of the Governing Council and Science Board as well as the Finance and Administration Committee, which meet at least once a year at the Annual Meeting. Hosting the Annual Meeting rotates among the Member States and English is the official language.

Duties

The Executive Secretary is the Organization's chief administrative officer and must be impartial in promoting and coordinating the interests of all Contracting Parties. The Executive Secretary is responsible for the management of the Organization's office, staff, and budget, which is presently over CAD \$2 million, including nearly CAD \$800,000 contributed equally as dues by the Member States; conducts business on behalf of the Organization; arranges meetings of the Organization and its constituent bodies and committees; prepares annual budget statements, estimates and forecasts; raises funds for priority activities of the Organization; invests funds that are surplus to immediate needs; manages the Intern program; prepares annual financial statements, and other documents as required; handles correspondence; provides secretarial services to meetings, symposia, and conferences approved by Governing Council, prepares minutes of Governing Council, Science Board, and Finance and Administration Committee; prepares an annual report of the Organization for distribution to the Member States; coordinates the Organization's publication program; and supports the Organization's science program. The Executive Secretary anticipates the future needs of the Organization and prepares an analysis of options for decision by Governing Council. The successful candidate must be self-motivated and be responsible for the administration and staff of the Organization, working collaboratively with the Chairman of Council, Science Board, Scientific Committees, Working Groups, and other bodies.

The Executive Secretary is aided by a Deputy Executive Secretary, a Deputy of Administration, a Database and Web Administrator, and other staff on temporary basis.

The term of office is for five years, subject to demonstrated performance during the first two years of the term (probationary period). The term of office may be renewed at the discretion of Council. The probationary period is applicable only to the first term of office.

Principal qualifications required

At a minimum, the successful applicant will have:

Citizenship:

- Citizenship of a PICES Member State at the time of assuming the position.

Education:

- A Ph.D. in a discipline of marine or fishery science from a recognized university or demonstrated equivalent experience.

Language

- Fluency in both spoken and written English, including the ability to draft English text quickly and concisely; fluency in another language of a PICES Member State would be an asset.

Experience:

- Demonstrated leadership in conducting and/or managing marine scientific research, preferably with international marine scientific programs and with marine scientists from a number of countries.
- Experience in or detailed knowledge of the operations of intergovernmental organizations.
- Significant experience in the preparation of financial budgets and management of funds.
- Significant experience in managing technical and/or administrative staff.
- Experience in the organization of large scientific conferences or symposia.

Other skills and/or abilities:

- Ability to work with all individuals equally and diplomatically and to deal appropriately and effectively with scientists from different countries, backgrounds and disciplines.
- Ability to negotiate and promote consensus in complex situations requiring tact and diplomacy while recognizing cultural differences of Member States.
- Ability to anticipate future needs of the Organization and to identify solutions, alternatives, and consequences.
- Ability to maintain sound judgment and decision making in demanding or stressful situations
- Willingness and ability to travel internationally, as needed, but at least once a year for the PICES Annual Meeting.

Salary and Benefits

The annual salary and benefits are guided by but not limited to the host state (Canada) public service salaries for equivalent responsibilities. The current salary range is CAD \$125,900 – \$148,100 plus a lump sum annual performance award of up to 12% of base salary. Starting salary will be commensurate with qualifications and experience. The salary is subject to the equivalent of Canadian income tax.

The Organization participates in:

1. Group Pension Plan with spouse and survivor benefits,
2. Canada Pension Plan,
3. Employment Insurance Plan,
4. British Columbia Medical Plan,
5. Group Extended Health Benefits Plan,
6. Group Dental Insurance Plan,
7. Group Long-Term Disability Plan, and
8. Group Term-Life Insurance Plan.

Non-Canadian applicants can be exempt from membership in some of the plans depending on circumstances. Cost to the successful applicant would vary depending on the exemptions.

Payment will be made for moving expenses for the employee and family to the PICES headquarters at the start of employment and return at the end of employment, in accordance with the host state public service guidelines.

Each year annual vacation leave and holidays traditionally celebrated by the host state public service, and sick leave are provided. Internationally recruited staff and their dependents are entitled to two paid calendar weeks home leave every two years.

Application Procedure

For more information about PICES, please contact the Executive Secretary, Mr. Robin Brown (Robin.Brown@pices.int) or consult the PICES website (<http://www.pices.int>).

Applications should include the following:

- Curriculum Vitae;
- A brief statement written by the applicant explaining why he/she considers him/herself to be suitable for the post;
- Copies of academic certificates or diploma;
- At least three letters of reference from individuals with a recent knowledge of the applicant's character, qualifications and experience. At least one reference is preferred from a country other than that of the applicant.

The applicant should indicate in their letter a suitable starting date; however, the starting date can be no later than May 1, 2020.

Applications and letters of reference must be in English and marked "Personal and Confidential".

Applications must be transmitted electronically to Dr. Chul Park, PICES Chairman at chulpark@cnu.ac.kr, and received **no later than June 15, 2019**.

In-person interviews will be conducted during or just prior to the PICES Annual Meeting in October 2019, in Victoria, Canada.