Call for recruitment for the Assistant to the Executive Secretary
of the Pelagos Agreement
Job offer no. Pelagos / OL / 2022-01
Valid from 02/28/2022 to 03/29/2022 included
The Assistant to the Executive Secretary is formally appointed by the Meeting of the Parties to the Pelagos Agreement.

**Job offer description**

**Position**
Assistant to the Executive Secretary

**Type of contract**
Private sector employment.

**Field**
Administration

**Duration of the contract**
3 years (renewable once)

**Start date**
May 2022

**Workplace**
Principality of Monaco

**Gross annual salary**
€ 35k

**Work at risk**
No

**General objective**
Perform the duties of the Assistant to the Executive Secretary of the Pelagos Agreement, in accordance with the provisions of the Statute of the Permanent Secretariat and the internal regulations of the Meeting of the Parties, the Scientific and Technical Committee and the mandates of the Parties.

**Tasks and responsibilities**
The Assistant to the Executive Secretary carries out his / her activity under the supervision of the Executive Secretary, who is accountable to the Meeting of the Parties.

The Assistant to the Executive Secretary shall provide the Executive Secretary and the Parties with a professional level of service as per mandate conferred by the Meeting of the Parties.

The Assistant to the Executive Secretary has the assignment of assisting the Executive Secretary:

- in the organization and secretarial work of the Meeting of the Parties, the National Focal Points, the Scientific and Technical Committee and, as needed, any working groups;
- in the translation of working documents and in interpreting activity at the Meeting of the Parties, the National Focal Points, the Scientific and Technical Committee and, as needed, any working groups;
in supporting the cooperation between the Parties, and between The Parties and relevant international governmental and non-governmental organizations;
- in supporting the Parties for the application of the Agreement;
- in the preparation of the Meetings of the Parties;
- in drawing the attention of the Parties to all issues relating to the objectives of the Agreement;
- in the presentation at each ordinary session of the Meeting of the Parties of a report regarding the work of the Permanent Secretariat for their approval, as well as on the application of the Agreement;
- in the preparation and management of the budget of the Agreement;
- in the transmission of information regarding the Agreement and its implementation;
- for each mission conferred on the Executive Secretary by the Meeting of the Parties or the Focal Points, and in this case by mandate from the Parties or the National Focal Points;
- in representing the Agreement in the competent institutions to ensure its development

The Assistant to the Executive Secretary is also responsible for deputizing for the Executive Secretary in the event of his absence or impediment.

**Job position requirements**

**Nationality**
Citizens of the three states which are part of the Agreement (France, Italy, Principality of Monaco) and citizens of other member states of the European Community

**Education**
Master's degree (second level academic qualification)

**Experience required**
Three years of professional experience in administration (preferably in the field of environmental and / or marine protection) gained in regional, national or international institutions. An experience in the marine environment is to be considered preferable.

**Languages**
- Proficiency in Italian and French languages (level C1 CEFR). The language level will be proven by a valid certificate / diploma / C1 CEFR¹ certification or equivalent (dated less than two years ago)
  - candidates whose mother tongue is Italian or French are exempt from submitting the certificate / diploma / certification of the corresponding mother tongue;
- Knowledge of the English language (preferably a B2 equivalent level).

**Skills**
- Financial management: budget, finance and contracts.
- Administrative management: office administration, administrative project management, drafting of

¹The diploma or certificate must correspond to the required language level or a higher one. In the absence of a diploma or CEFR language certificate, the candidate will provide an equivalent certificate / diploma / certification of language which can be issued by an accredited language training institute. Some institutes are willing to provide this certificate in a short time. For more information on the Common European Framework of Reference for Languages (CEFR), please consult the website at the following address: http://www.coe.int/t/dg4/linguistic/default_en.asp
For example, the EALTA (European Association for Language Testing and Assessment) web page indicates an extensive list of institutes classified by country: http://www.ealta.eu.org/institutional-members.php
For the Principality of Monaco, a C1 level certificate can be issued at the "Institut des Etudes Tertiaires monégasque": http://www.ietmonaco.com
institutional documents (recommendations, resolutions, internal regulations, etc.)
- Communication, events
- IT (office automation)
- Protection of the environment, law of the marine environment and the sea

<table>
<thead>
<tr>
<th>Work environment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of organization</strong></td>
</tr>
<tr>
<td><strong>Dimension of the organization</strong></td>
</tr>
<tr>
<td><strong>Equality within the organization</strong></td>
</tr>
</tbody>
</table>

**Presentation of the organization**
The Pelagos Agreement concerning the creation in the Mediterranean of a Sanctuary for marine mammals was signed in Rome on the 25th November 1999 between France, Italy and the Principality of Monaco and entered into force in 2002. It aims to guarantee a state of favorable conservation for marine mammals by protecting them, along with their habitat, from direct or indirect negative impacts of human activities.

The Permanent Secretariat of the Pelagos Agreement was established to ensure administrative and secretarial support to the Agreement entities and to facilitate the coordination of their activities.

The entities of the Agreement are:
- The Meeting of the Parties;
- The National Focal Points;
- the Scientific and Technical Committee and any working groups;
- the Permanent Secretariat.

**Availability and time constraints**
[x] Wide availability, possibly on weekends and holidays
[ ] Atypical working hours

**Missions**
[x] Frequent
[ ] Long period, for example missions longer than one week

**Aspects relating to the workplace, health and safety**
[x] Smart working possible for 2 days a week
[ ] Noisy environment
[ ] Physical / material effort to handle
[ ] Handling of chemical or biological products
[ ] Radiation protection areas
[ ] Use of personnel protective equipment
[ ] Other
Application procedure

Documents required for the submission and admission to the evaluation process of applications:
Each document listed below constitutes the "conditio sine qua non" for the presentation of applications and therefore for the admission to the interview, an incomplete application will result of automatic exclusion from the evaluation process:

- letter of introduction and motivation of the candidate;
- curriculum vitae (Europass format) of the candidate;
- activities and any studies, research, projects, publications already carried out by the candidate and related to the protection of the environment (preferably the marine environment);
- declaration of willingness to accept the entirety of the general working conditions listed in the call for applications for the role of the Assistant to the Executive Secretary;
- degree certificate;
- proficiency in the languages of the Agreement: certificate / diploma / C1 CEFR certification (or equivalent) valid (dated less than two years ago) - candidates whose mother tongue is Italian or French are exempted from submitting the certificate / diploma / certification (or equivalent) of the corresponding mother tongue;
- all documents and information must be submitted in the two languages of the Agreement (French and Italian) within the deadlines set by this announcement of selection.

The degrees and qualifications listed must be in possession of the candidate at the moment of the submission of the application. If the documentation certifying the proficiency in the languages of the Agreement cannot be immediately produced at the moment of the submission of the application file, the candidate must, in the absence of it, submit a declaration of honor attesting the language level and committing him to exhibit the valid documentation required, as soon as possible and no later than the moment of signing of the employment contract, the date of which will be established by the Agreement Authorities.

Procedure for the application submission
Applications must be addressed to the President of the Meeting of the Parties to the Pelagos Agreement and sent to the Executive Secretary of the Agreement by e-mail to the following address costanzafavilli@pelagos-sanctuary.org by the 29th of March 2022 at 11.59 pm (Monaco Time). The Executive Secretary will confirm receipt of the application.

Additional information
For more information on the Pelagos Agreement, please visit the website:
www.pelagos-sanctuary.org