



Northwest Atlantic Fisheries Organization

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Vacancy Announcement Scientific Council Coordinator – NAFO Secretariat

The Northwest Atlantic Fisheries Organization (NAFO) invites applications for the position of Scientific Council Coordinator. The position is a permanent, full-time appointment at the NAFO Secretariat located in Halifax, Nova Scotia, Canada, with flexible daily work scheduling and hybrid work arrangements available. The position is recruited internationally from NAFO's Contracting Parties and requires advanced academic qualifications. Applicants must be citizens of Contracting Parties of the Organization.

NAFO is an international, intergovernmental, regional fisheries management organization that ensures the long-term conservation and sustainable use of the fishery resources in the Northwest Atlantic. The NAFO Secretariat provides administrative and support services to the Organization to facilitate the exercise of its functions.

The Scientific Council brings together scientists from NAFO's Contracting Parties to produce scientific advice on the sustainable management of fisheries. As a part of the NAFO Secretariat, the Scientific Council Coordinator is focused on supporting and organizing the work of the Scientific Council. This position requires national and international travel.

Essential Duties and Responsibilities

- (1) Supports the work of the Scientific Council and its working groups, which includes, but is not limited to, preparing provisional agendas, background materials for meetings, writing meeting reports, and advising on the budget.
- (2) Works with the Fisheries Management Coordinator to support the regular work of the joint Commission-Scientific Council Working Groups.
- (3) Is responsible for reviewing, editing, and the publication processes of NAFO scientific publications.
- (4) Supports the ongoing work in the NAFO Secretariat.
- (5) Communicates and cooperates with other organizations and institutions (e.g. FAO, Regional Fishery Bodies, universities, etc.) on matters related to their work.

Qualifications

Education and Experience

- Advanced university degree in fisheries biology or related subjects, or equivalent.
- Knowledge of fish stock assessment is essential, additional experience in the assessment of the impacts of fishing on ecosystems is considered an asset.
- Data analysis and database skills.
- Proficient in the organization of meetings and report writing.
- Experience with presenting, summarizing, and reviewing scientific information for technical and non-technical readership.

Relevant Skills and Knowledge

- English is the official language of the NAFO. Candidates must demonstrate excellent English language skills, both verbal and written
- Excellent communication, presentation, and organization skills.
- Proficiency in Microsoft Office (particularly Microsoft Word and Excel), and relevant data software.
- Experience in GIS.
- Background or knowledge relevant to an international fisheries body (e.g. languages, work experience abroad, familiarity with fisheries matters, etc.) considered an asset.
- Excellent judgement, diplomacy, and discretion in handling confidential and/or sensitive materials.

Compensation: The starting salary, depending upon qualifications and experience, is in the range of CAD \$102,701 to CAD \$139,181 per annum, which is equivalent to the Canadian Public Service classification for a SE-RES-03. NAFO offers a full benefits package including a defined benefit pension, extended health and dental coverage, life insurance, and disability insurance. Candidates not residing within commuting distance of the NAFO Secretariat shall be eligible for payment of relocation expenses.

Employment type: Permanent, full-time.

Flexible daily schedule, and optional hybrid work arrangements are available.

Qualified candidates should submit the following: Cover letter and CV.

Location: Northwest Atlantic Fisheries Organization
1601 Lower Water Street, Suite 401, Halifax, Nova Scotia, B3J 3P6, Canada

Deadline for Application: 28 April 2024

Anticipated Start Date: Summer 2024

Please send your Cover Letter and CV to:

Mr. Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator
Email: recruit@nafo.int

Short listed candidates shall be required to provide the names and contact details of three references.

Please note: We thank all applicants for their interest; however, only candidates under consideration will be contacted. Interested applicants should have a flexible attitude and enjoy being part of a dynamic and progressive team in an international organization.

Please consult the NAFO website at www.nafo.int for further information on NAFO.