



Northwest Atlantic Fisheries Organization

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Vacancy Announcement for the position of Fisheries Management Coordinator in the Northwest Atlantic Fisheries Organization (NAFO)

The Northwest Atlantic Fisheries Organization (NAFO) invites applications for the position of Fisheries Management 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.

The Northwest Atlantic Fisheries Organization (NAFO) is an international, intergovernmental, fisheries science and management organization that ensures the long-term conservation and sustainable use of the fishery resources in the Northwest Atlantic.

As a key component of the leadership team of the NAFO Secretariat, the Fisheries Management Coordinator supports the work of the NAFO Commission and its subsidiary bodies regarding fisheries management, conservation and enforcement issues. The Fisheries Management Coordinator contributes to a better understanding of fishery-related topics and global/regional fishery management developments within and beyond NAFO. They make significant contributions towards the Secretariat's general strategy and solutions. The Fisheries Management Coordinator leads the Fisheries team in the Secretariat and is a core member of the teams on *Fisheries Monitoring, Information and Coordination*. The Fisheries Management Coordinator reports to the Executive Secretary.

Essential Duties and Responsibilities

- (1) The Fisheries Management Coordinator is responsible for the compilation, reporting and analyses of fisheries information received by the Secretariat from the following NAFO fishery databases:
 - NAFO CEM compliance,
 - fishing information from vessels, inspectors, observers and others;
 - information from the Vessel Monitoring System
 - vessel registry and related data;
 - NAFO fishery data from other sources (FAO, coastal states, etc.)
 - producing data analysis, summaries and explanatory materials
- (2) The Fisheries Management Coordinator advises the Executive Secretary in the preparation of agendas for the Commission meetings according to the NAFO Rules of Procedures; prepares background materials and working papers for meetings; attends meetings and drafts summary records, as requested.
- (3) The Fisheries Management Coordinator communicates and cooperates with other organizations and institutions (e.g., FAO, Regional Fishery Bodies, universities, etc.) on matters related to NAFO fisheries management.

Qualifications

Education and Experience

- Advanced university degree in a fisheries related subject, or equivalent
- Background or knowledge relevant for an international fisheries body (e.g., work experience abroad, international fisheries law, familiarity with fishery management approaches, etc.)

Relevant Skills and Knowledge

- Proficiency in statistical analysis and database skills.
- Proficiency in Microsoft Office Suite.
- Experience with the support of virtual, in-person and hybrid meetings including report writing and on-screen editing
- Experience with summarizing and reviewing scientific, fisheries management and compliance information
- Excellent judgement, diplomacy, and discretion in handling confidential and/or sensitive materials.
- Excellent English communication skills, written and verbal, to explain technical information to a variety of audiences.
- Demonstrated ability to work efficiently while under time constraints on multiple projects.
- A high degree of adaptability and ability to cooperate effectively with people.
- Ability to travel nationally and internationally for meetings.

Compensation: The annual starting salary, depending upon qualifications and experience, is in the range of CAD \$94,675 to CAD \$128,304, 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 work scheduling and optional hybrid work arrangements available

Qualified candidates should submit the following: Cover letter and Resume

Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Short listed candidates shall be required to provide the names and contact details of three references.

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

Interested applicants should have a flexible attitude and enjoy being part of a dynamic and progressive team in a unique international organization. This position is open to citizens of NAFO's Contracting Parties. Please consult the NAFO website at www.nafo.int for further information on NAFO.

Anticipated Start Date: The position is anticipated to commence on or about 01 March 2023.

Please send your application by 11 December 2022 to:

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

Please note: We thank all respondents; however, only candidates under consideration will be contacted. NAFO offers a friendly, equal opportunity work environment. We are committed to providing an inclusive workplace.