



NORTH-EAST ATLANTIC FISHERIES COMMISSION

Managing Fisheries in the North-East Atlantic

Vacancy Announcement for the position of Executive Secretary of the North-East Atlantic Fisheries Commission, NEAFC

The North-East Atlantic Fisheries Commission, a Regional Fisheries Management Organisation (RFMO) for the North-East Atlantic Ocean, invites applicants for the position of Executive Secretary. The appointment will initially be for a term of four years, with the possibility of re-appointment for one further term at the discretion of the Commission.

NEAFC, a Generic RFMO, is an Intergovernmental Organisation with headquarters in London, UK. Its mandate derives from the NEAFC Convention of 1980, as amended. The objective of the Commission is “to ensure the long-term conservation and optimum utilisation of the fishery resources in the Convention Area, providing sustainable economic, environmental and social benefits.”

To fulfil this objective, NEAFC has adopted a number of legally binding measures. This includes conservation and management measures to ensure the sustainable use of the fishery resources and to safeguard the marine ecosystems in which these resources occur, as well as a variety of monitoring, control and enforcement measures. NEAFC operates in the context of an ever-changing policy environment. This includes the current challenges of managing the key NEAFC stocks and the latest developments on ocean governance, including on conservation and biodiversity.

NEAFC’s Contracting Parties are Denmark (in respect of the Faroe Islands and Greenland), the European Union, Iceland, Norway, the Russian Federation and the United Kingdom.

Summary description of the position

The Secretary is the executive officer of the Commission and an international civil servant. Impartiality in the role is a key requirement; the Secretary is responsible for coordinating and promoting the interests of all the Contracting Parties equally. The Secretary is responsible for the effective running of NEAFC’s various meetings. The Secretary is also responsible for the NEAFC headquarters and management of a Secretariat with an annual budget of approximately £2 million. Given a small Secretariat team of six, the role is a mix of executive and hands-on functions. The headquarters includes not only staff offices but a series of meeting spaces with dedicated delegation rooms to cater for relatively frequent Contracting Party meetings and negotiations.

The Secretary's functions include in particular:

- Supervising and coordinating all the Secretariat's activities; managing and administering the annual budget of the Secretariat; managing the staff of the Secretariat and delegating tasks as appropriate;
- Managing communications with NEAFC's Contracting Parties regarding all official correspondence and formal matters;
- Managing NEAFC meetings, including the preparation/supervision of provisional agendas, relevant working papers and documents, providing organisational arrangements and acting as the official rapporteur at meetings as required;
- Providing both substantive and administrative support to the NEAFC President and to chairs of NEAFC subsidiary bodies;
- Managing relations with a wide variety of stakeholders including other intergovernmental organisations, the host government, non-governmental organisations; the scientific community and the public;
- In particular, liaison with ICES (NEAFC's independent scientific advisor), UN FAO, UNDOALOS, IMO, OSPAR, and other relevant international organisations and bodies with which NEAFC cooperates and representing NEAFC at the meetings of these bodies as required;
- Responsibility for all NEAFC documents and reports and the website;
- Ensuring the smooth running and implementation of the NEAFC Scheme of Control and Enforcement, and other aspects of NEAFC work regarding monitoring, control and enforcement; and
- Performing such other functions as may be assigned to him/her by the Commission or NEAFC subsidiary bodies and as directed by the President.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled in line with NEAFC as an International Organisation and pursuant to the Headquarters Agreement with the Government of the United Kingdom of Great Britain and Northern Ireland.

The NEAFC Staff Rules set out the conditions and principles of employment and the responsibilities of the staff of the NEAFC Secretariat.

In making an appointment to the position of the Executive Secretary, the Commission will be guided by the following selection criteria:

- Demonstrated management knowledge and skills through relevant experience in national, regional or international organisations;
- Extensive knowledge of the fisheries/marine sector and work experience in fisheries cooperation and/or management;
- Knowledge or experience of the functions and operations of intergovernmental organisations at the regional or global level, as well as international cooperation in general;
- Preferably at least ten years' work experience in fisheries management or international relations at a senior level;
- Demonstrated ability to communicate and work constructively and effectively in a multicultural environment with delegates from a range of countries, including managers, scientists and technical experts;
- University degree in law, biology, economics, or other relevant field, with a preference given to an advanced degree (Master or PhD) or equivalent;
- Excellent team management, administrative, financial and organisational skills including management of information technology;
- A thorough knowledge of English and demonstrable writing and communication skills to a wide range of audiences.

Remuneration

Remuneration in NEAFC is based on the United Nations Common System of Salaries, Allowances and Benefits, according to qualifications and experience.

Appointment procedures

Shortlisted applicants will be interviewed in connection with the 45th Annual Meeting of NEAFC to be held in London. This means interviews will be likely on Sunday 8 November 2026. A decision will be announced by the Commission on 13 November 2026. The chosen candidate will be expected to assume the position by August 2027.

Applications

For more information about NEAFC, please contact the Secretariat or consult the NEAFC website at www.neafc.org. The current Secretary is happy to respond to queries regarding the requirements of the role.

Electronic applications should be submitted by e-mail in English, marked “Personal and Confidential” and must be sent **no later than 23 August 2026** (the ‘sent’ date of electronic mail is decisive) to the following address:

info@neafc.org

Applications should include the following (please provide translations into English if applicable):

- A covering letter setting out the applicant’s interest in the position and a succinct description of the applicant’s relevant experience and abilities;
- Curriculum Vitae;
- Copies of academic and other relevant professional certificates;
- Up to three references from persons with a recent knowledge of the applicant’s character, qualifications and experience.
- List of publications, if relevant;

All respondents will be considered, and a shortlist will be established at the beginning of October. Shortlisted candidates will be contacted to arrange practical details for an interview.