



## Terms of Reference

# Support to the ASCOBANS Secretariat in the Anniversary Year 2012 Short-Term Contractor

**Closing Date: 20 January 2012**

### **Background**

2012 is a special year for ASCOBANS. Not only does the Agreement hold its annual Advisory Committee Meeting (March 2012) and its triennial Meeting of the Parties (October 2012), the year also marks the 20<sup>th</sup> Anniversary of the signing of the treaty. This occasion will be commemorated by means of a special publication as well as a series of events throughout the Agreement Area, aimed at raising awareness.

### **Responsibilities**

Under the general supervision of the Scientific and Technical Support Officer (STSO) of UNEP/CMS and the day-to day supervision of the ASCOBANS Coordinator, the incumbent carries out the following functions:

#### **A. Conferences**

1. Support with logistical preparations
2. Support with preparation of meeting documentation
3. Support with servicing meetings, travel funds permitting

#### **B. 20<sup>th</sup> Anniversary**

4. Support to author of the anniversary publication, as needed
5. Support with organization of events planned by the Secretariat
6. Support to Parties and Range States in organizing events

#### **C. Other Support**

7. Support other work as indicated by the supervisors

### **Qualifications**

Applicants should demonstrate their relevant experience. In particular, the consultant is expected to have:

- University degree in a conservation-, communication- or policy-related subject
- Sound knowledge of small cetacean conservation issues in the ASCOBANS Agreement Area
- Proven experience in conference/event organization
- Excellent organizational skills and the ability to work independently
- Excellent communication skills in written and spoken English; further languages spoken in the Agreement Area are an asset

**Duration of Contract**

The appointment is for a total of 75 working days within a period of five months (between 1 February and 30 June 2012). The working days will be arranged in consultation with the supervisors.

This post is based at the Convention's offices in Bonn at the UN Campus, which is a non-smoking environment. The contract is renewable depending on availability of funding.

**Salary**

A total remuneration of 6,900 Euro will be paid for the duration of the contract. This will be paid in three instalments of 2,300 Euro after completion of 25 working days for each instalment upon presentation of an invoice.

**Please send your offer to [ascobans@ascobans.org](mailto:ascobans@ascobans.org).**