



Terms of Reference

Support to the ASCOBANS Secretariat Short-Term Contractor

Closing Date: 18 October 2013

Background

Outreach and education is one of the core mandates of ASCOBANS. The Advisory Committee repeatedly endorsed a proposal to develop a website section for children. Content has been developed already. The Secretariat now requires support in coordinating the implementation of the project.

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:

1. Managing further development of the website to include a section for children, including:
 - a) Liaison with the web-designer and web-administrator to develop the structure, layout and design
 - b) Liaison with the web-designer and web-administrator to develop interactive features
 - c) Coordination of the project within the Secretariat
2. Preparation of a naming competition for the website's mascot
3. Moving ahead development of other additions to the website targeting specific audiences

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
- 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

Previous work experience with CMS and/or ASCOBANS will be considered an asset.

Duration of Contract

This output-based contract is for the period 1 November through 31 December 2013. 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 5,000 Euro will be paid for the duration of the contract. This will be paid in two instalments of 2,500 Euro upon presentation of a progress report on 30 November and a final project report on 31 December 2013 and presentation of invoices.

Please send your offer to ascobans@ascobans.org.