



INTERNATIONAL
WHALING COMMISSION

Executive Secretary of the International Whaling Commission

Candidate Information Pack

Contents

- 1 Background information on the IWC
- 2 Job description and person specification
- 3 Remuneration package and selected Terms and Conditions
- 4 Application procedure

1. Background information on the IWC

The Commission

The International Whaling Commission (IWC) is the global body charged with the conservation of whales and the management of whaling. At present the IWC has 88 Contracting Governments. All members are signatories to the International Convention for the Regulation of Whaling (1946) which is the legal framework that establishes the IWC and its Secretariat, as well as setting out the objectives of the organisation.

The preamble to the Convention states that its purpose is to *‘provide for the proper conservation of whale stocks and thus make possible the orderly development of the whaling industry’*.

Consequently, the IWC’s work covers both areas: the regulation of whaling and conservation of whales. In 1986, the Commission established zero catch limits for commercial whaling. Sometimes referred to as the commercial whaling moratorium, these catch limits remain in place today although some whaling continues under objection or reservation. The IWC continues to regulate and set catch limits for subsistence whaling by indigenous peoples (termed Aboriginal Subsistence Whaling). In recent years, the IWC’s work to support the recovery of whale populations has increased in prominence and is leading to strengthened engagement with other Inter-Governmental Organisations.

The IWC and its subsidiary bodies meet in plenary session once every two years (usually in September/October for the Commission and April/May for the Scientific Committee. As well as arranging the biennial meetings, the Secretariat provides support to the full range of Committees and sub-committees during the intersessional period.

In addition, a Bureau composed of seven Commissioners, operates during the intersessional period to support the work of the Commission by providing advice to the Chair and Executive Secretary.

The Commission structures its work through a range of Committees and Sub-committees. They are illustrated [here](#) and comprise:

- **Finance and Administration Committee.** Handles finance, budgets, operational effectiveness and governance including updating of the Rules of Procedure and Financial Regulations.
- **Conservation Committee.** Receives scientific advice from the Scientific Committee and provides conservation advice on non-whaling threats to cetaceans, develops partnerships with other organisations and seeks financing for conservation projects.
- **Scientific Committee.** This Committee assembles around 200 leading scientists from many countries to provide advice and recommendations on all aspects of cetacean conservation and management.
- **Aboriginal Subsistence Whaling Sub-committee.** Receives sustainability advice from the Scientific Committee and integrates this with information on cultural and nutritional requirements to provide the Commission with management advice on quota requests submitted by Governments on behalf of aboriginal subsistence whaling communities.
- **Infractions Sub-committee.** Provides a mechanism for Contracting Governments to report their compliance with measures set out in the Schedule to the International Convention for the Regulation of Whaling.
- **Working group on Whale Killing Methods and Welfare Issues.** Originally focused on humane hunting, this group now includes all aspects of cetacean welfare including those arising through accidental harm (e.g. bycatches in fishing gear).

The Secretariat

The Secretariat is established through Article 3 (III) of the International Convention for the Regulation of Whaling (1946) which states 'The Commission may appoint its own Secretary and staff'.

The Secretariat provides the Commission with a range of services and capabilities. These include financial management as well as scientific, policy and governance support to the work programmes established by the Commission and its Committees and sub-groups. The Secretariat organises meetings and workshops, manages statistical data, Information Technology and Human Resources services, produces publications and distributes official and non-official communications. It is also responsible for compliance with various duties including Health and Safety, data protection and the maintenance of the Commission's premises through its Headquarters Agreement with the United Kingdom.

The structure of the Secretariat can be found [here](#).

2 Job description and person specification

The Executive Secretary is the senior officer of the Commission and heads the Secretariat. He/she is responsible for implementing all the decisions of the Commission and for ensuring the efficient discharge of Commission business. The Commission's Rule of Procedure H.2 defines the duties and responsibilities for the Secretary as follows:

‘2. The Secretary is the executive officer of the Commission and shall:

- (a) be responsible to the Commission for the control and supervision of the staff and management of its office and for the receipt and disbursement of all monies received by the Commission;
- (b) make arrangements for all meetings of the Commission, its committees and the Bureau and provide necessary secretarial assistance;
- (c) prepare and submit to the Chair a draft of the Commission's budget for the ensuing two year period, and a provisional estimate for a further two year period, and shall subsequently submit the budget to all Contracting Governments and Commissioners as early as possible before the Biennial Meeting;
- (d) despatch by the most expeditious means available:
 - (i) a draft agenda for the Biennial Commission Meeting to all Contracting Governments and Commissioners 100 days in advance of the meeting for comment and any additions with annotations they wish to propose;
 - (ii) an annotated provisional agenda to all Contracting Governments and Commissioners not less than 60 days in advance of the Biennial Commission Meeting. Included in the annotations should be a brief description of each item, and in so far as possible, documentation relevant to agenda items should be referred to in the annotation and sent to member nations at the earliest possible date;
- (e) receive, tabulate and publish notifications and other information required by the Convention in such form and manner as may be prescribed by the Commission;
- (f) perform such other functions as may be assigned to him/her by the Commission or its Chair;
- (g) where appropriate, provide copies or availability to a copy of reports of the Commission including reports of Observers under the International Observer Scheme, upon request after such reports have been considered by the Commission.
- (h) maintain the Commission’s public web site, which shall be continuously accessible to the extent possible subject to maintenance requirements and technical constraints.’

The Executive Secretary has specific responsibilities related to the Commission’s financial arrangements described in Financial Regulation C.4 as follows:

‘C. General Financial Arrangements

...

4. The Secretary shall:

- (a) establish detailed financial procedures and accounting records as are necessary to ensure effective financial administration and control and the exercise of economy;
- (b) deposit and maintain the funds of the Commission in an account in the name of the Commission in a bank to be approved by the Chair;
- (c) cause all payments to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received, and that payment has not previously been made;

(d) designate the officers of the Secretariat who may receive monies, incur obligations and make payments on behalf of the Commission;

(e) authorise the writing off of losses of cash, stocks and other assets and submit a statement of such amounts written off to the Commission and the auditors with the annual accounts.'

In addition to the above, the Commission may assign additional responsibilities on specific topics to the Executive Secretary either by Resolution or through the adopted outcomes of its plenary meetings.

The Executive Secretary will line manage four direct reports and will report to the Chair of the Commission.

Person Specification

Assessment Types

A = Application Form I = Interview P = Presentation T = Test

Attribute	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none"> • A Master's degree or higher qualification in relevant fields including international relations/organisational leadership and management / fisheries / environment/social sciences. 		<i>A, I</i>
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of the operations of international, regional or inter-governmental organisations at a senior level. • Minimum ten years of significant and practical experience in senior management, in areas including: <ul style="list-style-type: none"> ○ Recruitment and management of staff; ○ Organising of budgets and financial management; ○ Organisation of large and complex meetings; ○ Provision of support to high level committees and working groups; ○ Organisational development and performance management. 	<ul style="list-style-type: none"> • Knowledge of international governance of the marine environment 	<i>A, I</i>
Skills & Abilities	<ul style="list-style-type: none"> • Excellent spoken and written command of English as the official language of the Commission • Excellent interpersonal skills, including proven ability to work with all Contracting Governments and stakeholders equally and diplomatically • Demonstrable experience of supporting change processes in large and/or international organisations. 	<ul style="list-style-type: none"> • Working knowledge of French and / or Spanish as the working languages of the Commission. 	<i>A, I, P</i>

3. Remuneration package and Selected Terms and Conditions

Place of Work: Cambridge, United Kingdom

Hours: Full time: 37.5 hours per week exclusive of meal breaks. Normal office hours for the Secretariat are 08:30-17:00 UK time, Monday to Friday.

Duration: Four years, with possibility of one extension subject to approval by the Commission (i.e. a maximum of eight years total).

Grade: The Commission have established a Management-level grading system that will apply to the Executive Secretary.

Salary: The starting salary for this role will be £117,511 British Pounds. Because it is an intergovernmental organisation, the IWC is granted certain immunities and privileges by the Government of the United Kingdom. One of these is that permanent members of the Commission's staff do not pay UK income tax on their salaries. However, the gross salary is subject to deduction of 'Staff Assessment' and employee's National Insurance contributions. Staff Assessment is equivalent to UK income tax rates and is paid to the Commission. The employee is responsible for covering any statutory deductions of their home country.

Pension: The IWC operates the equivalent of a defined contribution scheme, full details of which will be provided upon commencement of employment.

Leave: 27.5 days per year in addition to 8 days UK public holidays.

Benefits: This post qualifies for membership of the IWC's Group Life Insurance and Income Protection Insurance.

Travel: International travel is an important aspect of this role. At a minimum, the Executive Secretary is required to organise, attend and support meetings of the Scientific Committee and associated working groups, the Bureau, and the Commission. Intersessional workshops and attendance at other international meetings are often required in addition to these commitments.

4. Application procedure

Applicants are invited through submission of a curriculum vitae and a letter no longer than two sides of A4 at 11pt type explaining how the candidate fulfils the requirements of the post and the person specification given on page five/six. Applicants must also provide details of two references who the IWC will contact only after an offer of employment is made. Any offer of employment will be subject to satisfactory references.

Applications in English should be sent by email to secretariat@iwc.int and must arrive by **5pm UK time on 15 March 2023**. Please enter Executive Secretary recruitment in the subject field. All applications will be acknowledged.

Interviews will take place in May/June 2023 (TBD) and will be conducted in English.