

CALL FOR APPLICATIONS FOR THE POSITION OF ASSISTANT EXECUTIVE SECRETARY OF THE SECRETARIAT OF THE ANTARCTIC TREATY

1. Description of the Position: Assistant Executive Secretary (AES).

The Secretariat of the Antarctic Treaty has had its headquarters in the city of Buenos Aires, Argentina since 1 September 2004. Information about the Secretariat can be found at www.ats.aq.

The Assistant Executive Secretary occupies one of the two executive-level positions of the Secretariat, along with the Executive Secretary.

2. Responsibilities and tasks: The main functions of the AES are: to assist the Executive Secretary in his functions and to act in charge of the Secretariat during periods of absence of the Executive Secretary.

To assist the ES in his functions the AES should be capable of managing the Secretariat staff and applying internal rules and procedures. The AES should understand the Secretariat information systems and be able to communicate fluently and efficiently in English and desirably also in Spanish.

The AES should also take an active role in the organization of annual meetings and be able to act as secretary to Antarctic Treaty Consultative Meeting (ATCM) working groups if required. Additionally, the AES serves as the contact point in the Secretariat for matters related to functions of the Committee for Environmental Protection (CEP).

To act in charge of the Secretariat in periods of absence of the ES, the AES should be able to understand and accommodate quickly to financial, banking and administrative rules and customs of Argentina. The AES is also routinely tasked with negotiating contracts with providers and interacting with auditors, advisors and the Argentinean government and agencies. The AES also must operate the online banking system for the processing of payments of taxes and payments to providers, the management of petty cash, and the procurement of items locally.

For these functions, the following qualifications are required:

- a. Familiarity with the activities of the Antarctic Treaty Consultative Meeting (ATCM) and the Committee for Environmental Protection (CEP).
- b. Experience in attending and/or organizing international meetings, preferably related to Antarctic matters.
- c. Demonstrated experience in general administration and personnel management.
- d. Basic knowledge of IT and information systems.
- e. Basic finance/accounting knowledge and familiarity with e-banking.
- f. Hold a university degree, academic degree, or equivalent qualification.
- g. Fluency in one of the four official languages of the Antarctic Treaty. Given that the Secretariat is located in Buenos Aires, knowledge of the Spanish language is desirable.
- h. Be a national of an Antarctic Treaty Consultative Party.¹

¹ Taking into account the provisions of Regulation 2.8 of the [Staff Regulations for the Secretariat](#) and, in order that the selected candidate be able to carry out procedures on behalf of the Secretariat involving public and private agencies of the Argentine Republic, if the replacement were not of Argentine nationality, it would be necessary that once selected, the Party to which he/she belongs grant him/her a diplomatic passport. In this way, he/she will be able to process, before the Ministry of Foreign Affairs of Argentina, the credentials that will enable him/her to function as executive officer of the Secretariat of the Antarctic Treaty.

4. Duration of the position: Four years, renewable by decision of the Executive Secretary in consultation with the Antarctic Treaty Consultative Meeting.

5. Work schedule: This is a full-time position. Information on the work schedule is provided in the [Staff Regulations for the Secretariat of the Antarctic Treaty](#). Updated details of salaries and allowances are available from the Antarctic Treaty Secretariat upon request.

6. Requirements and deadline for applications: Applications must be sent by email to aes.applications@ats.aq before 05 October 2018. They must include a **Cover letter** and the attached **Application Form** providing detailed information on the requirements specified therein, as well as a summarized CV of no more than two pages in length.

7. Selection criteria: From the set of applications received, the Executive Secretary will produce a ranking of candidates based on the fulfillment of the items included in the application form and draw a list of the top five candidates with whom he will hold interviews, either personally or through electronic means, on a date agreed between the parties involved. For the sake of transparency both the applications and the rankings will be available on request to all Consultative Parties. Subsequently, the Executive Secretary will inform the Consultative Parties on the results of the interviews and choose the person who will occupy the position. This decision will be communicated before 15 December 2018.

8. Availability: The person chosen for the position must be available to begin work on 16 July 2019 in the city of Buenos Aires, Argentina.

9. Additional information: Please consult the website of the Antarctic Treaty Secretariat, www.ats.aq or contact Mr Albert Lluberas by email at executive.secretary@antarctictreaty.org. Other relevant information can be found in the [Key Documents of the Antarctic Treaty System](#).

STANDARD APPLICATION FORM (to be accompanied by a Cover letter)***Personal information***

Name:

Address:

Telephone:

Email:

Nationality:

Date of birth:

Selection Criteria

Please include additional information related to the requirements listed below and attach a *curriculum vitae* that does not exceed two pages.

- 1) Familiarity with the activities of the Antarctic Treaty Consultative Meeting (ATCM) and the Committee for Environmental Protection (CEP).
- 2) Experience in attending and/or organizing international meetings, preferably related to Antarctic matters.
- 3) Demonstrated experience in general administration and personnel management.
- 4) Basic knowledge of IT and information systems.
- 5) Basic finance/accounting knowledge and familiarity with e-banking.
- 6) University/academic degree or equivalent qualification in a field related to the position.
- 7) Fluency in one of the four official languages of the Antarctic Treaty. Given that the Secretariat is located in Buenos Aires, knowledge of the Spanish language is desirable.
- 8) Citizenship of one of the 29 Consultative Parties of the Antarctic Treaty.¹