

## Call for applications for the position of Executive Secretary for COMNAP

COMNAP, the Council of Managers of National Antarctic Programs, brings together the National Programs from 29 countries. The “National Antarctic Programs” are the entities that have responsibility to manage the support of scientific research in Antarctica.

The Executive Secretary works closely with and supports the COMNAP Chair - currently located in Chile - and the Executive Committee.

As secretary to the organization, he/she is responsible for advising the Chair on compliance with Antarctic Treaty System requirements and local laws as far as they apply to COMNAP and for maintaining an appropriate, productive working relationship with all stakeholders in the interest of both COMNAP and the Antarctic Treaty System.

The Executive Secretary heads the COMNAP secretariat that provides organizational and co-ordination support, including provision of a common communications support infrastructure, central information repository and point of contact. The working language for COMNAP is English and proficiency in written and spoken English is therefore mandatory. A second official Antarctic Treaty language (French, Russian and/or Spanish) is desirable.

International travel is required for this position for periods up to 3 weeks. The position also needs to be able to act with minimum administration support in a single person office environment. Very occasionally he/she may visit Antarctica.

Possible locations for the Executive Secretariat are: Cambridge (UK), Christchurch (NZ), Hobart (Australia), Hyderabad (India), and Punta Arenas (Chile). Applicants should confirm within their application their readiness to work at least at one of these agreed locations.

### Terms of employment:

- Standard employment contract as used by the host organization for its other employees including all legal provisions required in the country of domicile (e.g. Health and Safety, public holidays, hours of work, annual leave, sick leave) - with these provisions specified in the contract.
- the Executive Secretary will be employed by the host organization but responsible to COMNAP Chair.
- the job description can be varied by COMNAP as needed during the contract.
- Contract of employment is a 3 + 3 year contract (3 years fixed and possible extension for a further 3 years subject to performance}. It is anticipated the new Executive Secretary will start work on 01 July 2009.
- COMNAP reserves the right to terminate the contract at any point
- Salary increase would follow normal CPI of country domicile
- The salary range is between 55,000 to 65,000 Euros inclusive of a possible performance component of 10 to 20% (in form of a one off bonus to be determined by COMNAP) and superannuation (pension contribution).

- If the position is no longer required before the cease of contract period, there would be the possibility that a redundancy payment be discussed with the COMNAP Chair to compensate the Executive Secretary.
- Intellectual property generated during work remains with COMNAP.
- International travel will be provided at economy class travel.
- Actual and reasonable job related expenses will be reimbursed on receipt.
- Relocation costs will be covered. Standard office equipment will be provided e.g. mobile, portable computer, ...

Interviews with candidates are planned between 06 and 30 April 2009

In your application, you are asked to address your academic achievement and demonstrate your capabilities with regard to the function requirements.

Interested applicants should apply through their National Program by **Monday 26 January 2009:**

Maaïke Vancauwenberghe  
Rue de la Science – Wetenschapsstraat 8  
1000 Brussels  
Belgium  
vcou@belspo.be

Should applicants be a citizen of a country with no member National Program, they can apply through the COMNAP Chair:

José Retamales  
Email: jretamales@inach.cl  
Phone: +56 61 298101  
Fax: +56 61 298149  
Mobile: +56 9 91 387 360  
Address: Plaza Muñoz Gamero - 1055 Punta Arenas – Chile

Information on COMNAP and its activities can be found on the COMNAP web site at <http://www.comnap.aq>