



Accord Pelagos relatif à la création en Méditerranée
d'un Sanctuaire pour les mammifères marins

Accordo Pelagos relativo alla creazione nel Mediterraneo
di un Santuario per i mammiferi marini

**Call for applications for the recruitment of the Executive Secretary of the Pelagos
Agreement
Job Offer No. Pelagos/OL/2025-01
Valid from 3/02/2025 to 3/03/2025 inclusive**



General aspects

Type of organisation

Intergovernmental organisation

Size of the organisation

2 people

Presentation of the organisation

The Pelagos Agreement, relating the establishment of a Sanctuary for marine mammals in the Mediterranean, was signed in Rome on November 25, 1999 between France, Italy, and the Principality of Monaco and entered into force in 2002. Its objective is to ensure a favourable conservation status for marine mammals by protecting them, along with their habitats, from the direct or indirect negative impacts of human activities.

The Permanent Secretariat of the Pelagos Agreement was established to provide administrative and secretarial support to the Agreement's entities and to facilitate the coordination of their activities.

The entities of the Agreement are:

- The Meeting of the Parties;
- The Scientific and Technical Committee;
- The Working Groups;
- The Permanent Secretariat.

Employer

The Executive Secretary is formally appointed by the Meeting of the Parties of the Pelagos Agreement, the Agreement's decision-making body. The employment contract of the Executive Secretary is concluded with the "Monaco Scientific Centre", which administratively supports the staff of the Permanent Secretariat.

Job description

Position

Executive Secretary of the Pelagos Agreement

Type of contract

Private sector contract

Duration of contract

3 years (renewable once)

Start date

September 1, 2025

Workplace

Official headquarters of the Permanent Secretariat at:

Tour Odéon B1
36 Avenue de l'Annonciade
MC-98000, MONACO



Gross annual salary

Between €50,000 and €54,000, paid over 13 months

Job at risk

No

General objective

Performing the functions of the Executive Secretary of the Pelagos Agreement, in accordance with the internal regulations of the Pelagos Agreement.

Duties and responsibilities

The Permanent Secretariat assists the Meeting of the Parties in the decision-making process and in the implementation of the Agreement to the extent of its competence, and provides technical and logistical support to the institutional bodies of the Agreement, facilitating the coordination among the Parties and the stakeholder engagement.

The Executive Secretary is responsible for managing the Permanent Secretariat, including the administration of its budget, according to the mandate of the Contracting Parties. The Executive Secretary is assisted by a Deputy Secretary. The Executive Secretary reports on the activities of the Permanent Secretariat to the Meeting of the Parties.

In accordance with the Statute of the Permanent Secretariat (Resolution 6.4), the Executive Secretary, assisted by the Deputy Secretary, performs the following functions:

- a. facilitating the cooperation between the Parties and relevant international governmental and non-governmental organisations;
- b. informing, assisting, and urging the Parties regarding the implementation of the objectives and resolutions of the Agreement;
- c. preparing the annual budget of the Agreement in accordance with the Financial Regulations;
- d. ensuring the financial management of the Agreement in line with the decisions of the Meeting of the Parties;
- e. presenting a report on its activities at each ordinary session of the Meeting of the Parties;
- f. organising and providing support for the effective conduct of the sessions of the Meeting of the Parties, the Scientific and Technical Committee, and the National Focal Points, in particular by:
 - (i) the organisation of the interpretation during the ordinary sessions of the Meeting of the Parties and the Scientific and Technical Committee;
 - (ii) the preparation, translation, reproduction, and distribution of the working documents for the sessions;
 - (iii) the preparation of sessions reports for approval by the Parties;
 - (iv) the archiving, availability and preservation of documents of the sessions;
 - (v) the publication and dissemination of official documents resulting from the sessions.
- g. representing the Pelagos Agreement before international, national, regional, and local bodies;
- h. carrying out tasks assigned by the Meeting of the Parties or the National Focal Points.

In order to perform his functions, and within the framework of the mandate and decisions adopted by the Parties and in accordance with applicable national law, the Executive Secretary may conclude contracts and other legal acts.



Required qualifications

Educational qualification

Master's degree (second-level academic qualification)

Languages

- Proficiency in Italian and French (minimum level C1);
 - Knowledge of English (minimum level B2).
- (A written test in the two official languages of the Agreement will be required during the oral interview.)

Experience

Five years of professional experience in public Administration, preferably in a position of responsibility, acquired in regional, national, or international institutions operating in the field of marine or environmental protection.

Required profile

- Competence in the field of human or environmental sciences;
- Experience in financial management: budgeting, finance, and contracts;
- Proficiency in the development and follow up of work programmes and implementation of activities;
- Experience in events organisation;
- Experience in administrative management: office administration, administrative project management, drafting of institutional texts (recommendations, resolutions, internal regulations, etc.) in the two official languages of the Agreement and in English;
- Demonstration of an appropriate level of *leadership* and experience in staff and financial resource management, as well as in organising high-level meetings;
- Familiarity with topics related to biodiversity conservation, particularly marine biodiversity;
- Experience or extensive knowledge of the functioning of intergovernmental organisations dealing with environmental issues, intergovernmental negotiations, and multilateral diplomacy;
- Excellent interpersonal, representation, and promotional skills, particularly in a multicultural/multilingual environment.

Working conditions

- Full-time: 39 hours per week;
- 33 days of annual leave, in addition to public holidays in the Principality of Monaco;
- Teleworking: maximum 1 day per week;
- The position entitles the employee to affiliation with the Monegasque health insurance scheme (CCSS);
- Frequent missions, particularly in the Agreement's member countries.

Application procedure

Required documents for submission and assessment of applications:

The following documents constitute a '*conditio sine qua non*' for the assessment of applications.

All documents and information must be submitted in the two official languages of the Agreement (French and Italian) by the deadline.

In case any of the documents listed below are not submitted, this will result in automatic exclusion of the candidate from the selection process:



- cover letter (1 page);
- curriculum vitae (Europass format);
- a document (max. 300 characters) outlining the candidate's vision regarding the implementation of the Agreement in relation to the 2022-2027 Management Plan and the priorities set by the Parties. Recommendation letters may be attached to the application.

Submission of applications procedure

Applications must be addressed to Ms. Costanza Favilli, Executive Secretary of the Pelagos Agreement, at the following address: cfavilli@pelagossanctuary.org no later than March 3, 2025 at 23:59 (Monaco Time).

Selection procedure

Interviews will be held in the Principality of Monaco during the month of April 2025. The level of the official languages of the Agreement will be assessed during the interview.

Additional information

For more information about the Pelagos Agreement, please visit the official website:

<https://pelagos-sanctuary.org/>



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Secrétariat permanent de l'Accord Pelagos / *Segretariato permanente dell'Accordo Pelagos*

Tour Odéon B1 – 36, avenue de l'Annonciade – MC-98000 Monaco

+377 92 16 11 55 – secretariat@pelagossanctuary.org -