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## **Vacancy Announcement – New Position Science Coordinator – NAFO Secretariat**

The Northwest Atlantic Fisheries Organization (NAFO) Secretariat is hiring for the new position of Science Coordinator, replacing the previous position of the Scientific Council Coordinator. This new position includes a stronger emphasis on opportunities for scientific work in the NAFO Scientific Council (such as stock assessment work), in addition to holding a lead role in supporting the work of the Scientific Council.

NAFO is an international, intergovernmental, regional fisheries management organization that ensures the long-term conservation and sustainable use of the fishery resources in the Northwest Atlantic. The Scientific Council brings together scientists from NAFO's Contracting Parties to produce scientific advice on the sustainable management of fisheries and the NAFO Secretariat provides administrative and support services to the Organization to facilitate the exercise of its functions.

The Science Coordinator position is a permanent, full-time appointment, at the NAFO Secretariat located in Halifax, Canada, with flexible daily work scheduling and hybrid work arrangements available. The position is recruited internationally from NAFO's Contracting Parties and requires advanced academic qualifications. Applicants must be citizens of Contracting Parties of the Organization. This position requires national and international travel.

As a part of the NAFO Secretariat, the Science Coordinator participates in, and assists with, the scientific work of the Council, as well as the supporting and organizing of the work of the Council as the science team lead at the Secretariat.

### **Essential Duties and Responsibilities**

- (1) Takes part in the Scientific Council work on stock assessments and/or ecosystem assessment. This can include, but is not limited to, assisting in annual stock assessment and/or ecosystem reviews, Management Strategy Evaluation work, reviewing Interim Monitoring Reports, data analysis, etc. The scientific activities would depend on the areas of strength of the candidate.
- (2) Supports the work of the Scientific Council and its working groups, which includes, but is not limited to assisting in preparing provisional agendas, background materials for meetings, writing meeting reports, and advising on the budget.
- (3) Works with the Fisheries Management Coordinator to support the regular work of the joint Commission-Scientific Council Working Groups.
- (4) Is responsible for reviewing, editing, and the publication processes of NAFO scientific publications.
- (5) Supports the ongoing work in the NAFO Secretariat.
- (6) Communicates and cooperates with other organizations and institutions (e.g. FAO, Regional Fishery Bodies, universities, etc.) on matters related to their work.

## Qualifications

### *Education and Experience*

- Advanced university degree in fisheries biology or related subjects, or equivalent.
- Experience in fish stock assessment is essential, additional experience in the assessment of the impacts of fishing on ecosystems considered an asset.
- Experience using R and/or other relevant data analysis software.
- Experience in GIS.
- Data analysis and database skills.
- Proficient in the organization of meetings and report writing.
- Experience with presenting, summarising and reviewing scientific information for technical and non-technical readership.

### *Relevant Skills and Knowledge*

- English is the official language of the NAFO. Candidates must demonstrate excellent English language skills, both verbal and written
- Excellent communication, presentation, and organizational skills.
- Proficiency in Microsoft 365 (particularly Microsoft Word and Excel)
- Background or knowledge relevant to an international fisheries body (e.g. languages, work experience abroad, familiarity with fisheries matters, etc.) considered an asset.
- Excellent judgement, diplomacy, and discretion in handling confidential and/or sensitive materials.

**Compensation:** The starting salary, depending upon qualifications and experience, is in the range of CAD \$126,304 to CAD \$160,569 per annum, which is equivalent to the Canadian Public Service classification for a SE-REM-02. NAFO offers a full benefits package including a defined benefit pension, extended health and dental coverage, life insurance, and disability insurance. Candidates not residing within commuting distance of the NAFO Secretariat shall be eligible for payment of relocation expenses.

**Employment type:** Permanent, full-time.  
Flexible daily schedule, and optional hybrid work arrangements are available.

**Qualified candidates should submit the following:** Cover letter and CV.

**Location:** Northwest Atlantic Fisheries Organization  
1601 Lower Water Street, Suite 401, Halifax, Nova Scotia, B3J 3P6, Canada

**Deadline for Application:** 31 October 2024

**Anticipated Start Date:** Early 2025

**Please send your Cover Letter and CV to:**

Mr. Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator  
Email: [recruit@nafo.int](mailto:recruit@nafo.int)

Short listed candidates shall be required to provide the names and contact details of three references.

**Please note:** We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Please consult the NAFO website at [www.nafo.int](http://www.nafo.int) for further information on NAFO.