

VACANCY
Executive Secretary
Conservation of Arctic Flora and Fauna (CAFF)
Working Group of the Arctic Council

The Conservation of Arctic Flora and Fauna (CAFF) Working Group of the Arctic Council is seeking a candidate for the position of Executive Secretary for the International Secretariat, located in Akureyri, North Iceland.

The Arctic Council is an intergovernmental forum of eight Arctic Member States (Canada, Greenland/Faeroes/Denmark, Finland, Iceland, Norway, Russia, Sweden, and the United States of America), and six Indigenous People's Organizations.

Applicants for this position must meet the following requirements:

- Administrative and managerial experience including budgetary management
- Ability to work independently and with a team, where strict deadlines are important
- Ability to travel internationally (at least several travels per year)
- University degree in biology, environmental management or equivalent
- Experience in international inter-governmental and scientific co-operation
- Good general knowledge of the Arctic, with emphasis on flora, fauna and related social issues
- Fluency in oral and written English
- Residency in Akureyri or the surrounding district

The Executive Secretary will be employed initially for one year, and will be required to begin in August 1, 2007, with the understanding that allowances may need to be made for fulfilling requirements to current employers.

For further information, please contact: Inge Thaulow, The Greenland Home Rule Government, Greenland, tel.: +299 346718, cell: +45 30690047, fax +299 325286. e-mail: INTH@gh.gl. It is recommended that interested applicants visit the CAFF website www.caff.is, and the website for the Arctic Council <http://arctic-council.org/>. Further information about the town of Akureyri can be found at www.akureyri.is. Various practical information, such as on living in Akureyri and the CAFF Operating Guidelines, can be obtained from Olga Pálsdóttir, the CAFF Secretariat.

Applications should consist of a current CV with photo, at least two professional and personal references, as well as a short cover letter, which summarizes background, statement of interests and professional/personal skills. The application package must be mailed, *express mail* or by E-mail to: CAFF International Secretariat, c/o Olga Pálsdóttir, E-mail: olga@caff.is, Borgir, Nordurslod, 600 Akureyri, Iceland, as well as faxed to +354 462 3390. Application deadline is May 31, 2007.