



Employment Opportunity International Pacific Halibut Commission - Assistant Director

The International Pacific Halibut Commission (IPHC), based in Seattle, WA, USA seeks an outstanding individual to serve as the Commission's Assistant Director. Reporting to the Commission's Executive Director, the Assistant Director is primarily responsible for direction of the Commission's financial and administrative functions including budget preparations, financial audits, investments, grants and contracts, meeting arrangements, and human resource management functions. In addition, the Assistant Director assists the Executive Director in preparation of standard operating procedures, policies, science, and strategic plans to achieve the Commission's goals and objectives; liaises with government agencies, academic, international and interagency entities, Native American and Canadian First Nations agencies, and private groups whose activities affect the affairs of the Commission; promotes and facilitates cooperation among federal, provincial, state, and native agencies dealing with fisheries and environmental quality; facilitates integrated and mutually beneficial programs in keeping with Commission goals and objectives and promotes productive partnerships and working arrangements; and interacts with science staff, contractors, boards, committees, agents, agencies, and sister commissions to keep current and insure that the Commission is kept apprised of programs, progress, needs, and problems which may affect Commission interests.

The International Pacific Halibut Commission is a bilateral intergovernmental organization of the United States and Canada, responsible for research and management of Pacific halibut stocks throughout its range in the northeast Pacific Ocean.

Essential Qualifications

- University graduation in relevant field
- At least ten years experience in managing large, multi-million dollar programs
- At least ten years experience in direction and supervision of personnel

Rated Qualifications

- Graduate degrees in relevant field
- Experience in financial management and knowledge of accounting standards
- Experience in management of scientific programs in natural resource management
- Experience in contract management
- Proven and effective communication skills, including interacting with the public
- Proven and effective problem solving abilities

The Commission will consider applicants who are residents of the USA or Canada. A background check is a condition of employment. Interested applicants should mail a résumé with three references to Dr. Bruce M. Leaman, IPHC Executive Director at 2320 West Commodore Way Suite 300, Seattle WA 98199-1287; fax to ((206) 632-2983); or by email at (staffing@iphc.int). The position is classified similar to U.S. government GS-14 positions. The application deadline is Sept. 30, 2011. Candidates will be selected for interview based on meeting essential qualifications and additional demonstrated experience. For additional information please contact the Commission's Executive Assistant, Laura Black at (206) 634-1838 ext. 7661, or Laura@iphc.int.