



CCSBT -EC/0510/19

## **17. Appointment of Executive Secretary**

### **Purpose**

To consider the processes for appointing a new Executive Secretary

### **Discussion**

The Executive Secretary's appointment expires on 28 February 2006.

The Extended Commission needs to consider the process for his replacement. While there was some intersessional discussion of this matter no agreement was reached among members on the way forward.

To assist the Extended Commission consider this matter, the duties of the Executive Secretary, the selection criteria and the selection process used last time in 2000 are at Attachment A.

**Prepared by the Secretariat**

**APPOINTMENT OF EXECUTIVE SECRETARY TO CCSBT**

- (a) Should the post of Executive Secretary fall vacant, the most senior member of the professional staff of the Secretariat shall be designated Acting Executive Secretary pending the appointment of a new incumbent.
- (b) Any person designated Acting Executive Secretary shall enjoy the salary, allowances and other privileges appropriate to the post of Executive secretary for such time as the person occupies the post.
- (c) Advertisements shall be placed, or other actions taken, in each Member country with the purpose of attracting applications for the post of Executive Secretary. Any advertisements placed shall be identical in form detailing the selection criteria and shall be a charge to the Commission Member in whose country they are placed. For the propose of attracting applications for the post of Executive Secretary from as wide a field as possible, the advertisement shall be placed on the Commission's web site by the Secretariat.
- (d) Each Member of the Commission may nominate up to two nominees for the vacant post. Persons other than those so nominated shall be entitled to enter an application on their own behalf.
- (e) The Chair of the Commission shall, in consideration of the time available, determine the deadline for the applications and other processes leading to the short listing of candidates.
- (f) After the deadline set for applicants all curricula vitae, references and other documents submitted by applicants shall be circulated to Members of the Commission.
- (g) Each Member of the Commission shall rank the ten candidates they most favour in order of preference and submit this list to the Chairman of the Commission.
- (h) Upon receipt of all the Commission Members' preferences the Chairman shall aggregate individual applicants' rankings awarding 10 points for a first preference, 9 for a second, etc.
- (i) The five candidates with the highest aggregate scores shall be short listed for selection. Should the application of any candidate be withdrawn the next ranking candidate shall be substituted.
- (j) The candidates selected will be notified to the Members of the Commission, and the Chairman of the Commission shall make such arrangements for the final selection process as agreed after consultation with Heads of all Delegations in accordance with Article 7 of the Convention.
- (k) The travel expenses and per diem incurred by the candidates invited for final selection shall be reimbursed by the Commission except where the candidate is a nominee of a Member of the Commission.
- (l) The chosen candidate shall be notified at the earliest opportunity.
- (m) The Commission can consider a negotiated form of contract with the successful candidate for Executive Secretary within the UN standard and provided the monetary value of the contract

does not exceed the deemed monetary value of the equivalent UN arrangement.

## **SELECTION CRITERIA**

1. familiarity with fisheries management affairs
2. experience or detailed knowledge of the operations of international and inter government organisations
3. demonstration of high level strategic skills, managerial experience and proven competence in such areas as:
  - i. selection and supervision of administrative, technical and scientific staff
  - ii. supervision and management of data, including trade data, and data and document exchange
  - iii. preparation of financial budgets and the management of expenditures
  - iv. organisation of meetings and provision of secretariat support for high level committees
4. demonstrated capacity to take initiative and work sensitively with members of the Commission
5. appropriate tertiary qualifications
6. appropriate language skills including complete fluency in either English or Japanese. An understanding of both English and Japanese for normal daily use is desirable.

## **ROLE OF THE CCSBT SECRETARIAT**

The following role for the Secretariat is derived from the Convention (Article 10.3) with amendments and notes as approved by the Commission.

The Secretariat functions are prescribed by the Commission, and include the following:

- (a) facilitating the operation of the Commission and coordination between members
- (b) preparing strategic plans to guide the work of the Commission
- (c) receiving and transmitting the Commission's official communications
- (d) representing the Commission at meetings, forums and other venues as appropriate
- (e) arranging the translation of Commission documents from the official languages of the Commission into other official languages of the Commission
- (f) facilitating the collection, compilation, management and exchange of data necessary to accomplish the objectives of the Convention
- (g) preparing and circulating administrative, scientific and other reports for the Commission including that of the Scientific Committee and its working groups and sub-committees
- (h) providing secretarial services to Commission and scientific meetings and other meetings and workshops convened by the Commission
- (i) preparing annual or year books, reports, proceedings, statistical reports
- (j) preparing educational and promotional material about the CCSBT, the Commission and SBT

- (k) administering and reporting to the Commission on the financial and staffing resources of the Commission
- (l) gathering information on the fishery activities of non-members and distributing information on CCSBT activities to non-members in various forms under authorisation of the Commission
- (m) preparing strategic reports to help develop the functions of the Commission and the Secretariat after staff attend SBT and tuna related meetings.

Additional areas of responsibility can be defined in the future as the need arises.