

**PROCEDURES FOR THE APPOINTMENT OF
THE EXECUTIVE SECRETARY TO CCAMLR**

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Acting Executive Secretary

- (i) Should the post of Executive Secretary fall vacant, the Science Officer will be designated Acting Executive Secretary pending the appointment of a new incumbent.
- (ii) Any person designated Acting Executive Secretary will enjoy the salary, allowances and other privileges appropriate to the post of Executive Secretary for such time as the person occupies the post.

Advertisement

- (iii) Members will agree on the text of an advertisement for the post of Executive Secretary. The advertisement will be placed on the CCAML website and highlighted on the homepage. The recruitment page on the website will include relevant supplementary information, including Member country contacts.
- (iv) The approved advertisement will also be placed by the Chair of the Commission in national and international publications and websites. Websites should be used as a preference whenever available and should be linked to the CCAML recruitment website page.
- (v) Members should agree on the placements of the advertisement by the Chair. Before a Member additionally places the advertisement, it should notify the Secretariat of its plans and confirm that the placement has not already been made by another Member.

Eligible Applicants

- (vi) Only citizens/nationals of a Member of the Commission may apply for the post of Executive Secretary.

Personal Applications

- (vii) Applications may be made by eligible persons directly.

Member Nominations

- (viii) In addition, each Member of the Commission may nominate up to two candidates for the vacant post. Members should not forward nominees, if any, until after the closing date for all persons to submit applications.

Submission of Applications

- (ix) Applications must be submitted electronically to the Chair through the Secretariat and copied electronically to the Member contact designated on the

CCAMLR recruitment website page. Applications submitted by mail will be returned.

Receipt of Applications

- (x) Each applicant will be notified by the Chair of receipt of his or her application.

Availability of Applications

- (xi) Each application received by the Chair will be translated by the Secretariat into each of the official languages and posted to a password-protected section of the CCAMLR website.

Ranking of Applicants

- (xii) Each Member will notify the Secretariat of its 10 preferred candidates in order of preference. On receipt of all the Commission Members' preferences, the Chair will aggregate individual applicants' rankings, awarding 10 points for a first preference, 9 points for a second preference etc.

Short List

- (xiii) The candidates with the five highest aggregate scores will be shortlisted for selection. Should the application of any candidate be withdrawn, the next ranking candidate will be substituted.

Interview Process

- (xiv) The shortlisted candidates will be notified to Members of the Commission, and will be invited to the next meeting of the Commission where the Chair of the Commission will make such arrangements for the final selection process as agreed after consultation with Heads of all Delegations in accordance with Article XII, paragraph 1 of the Convention.
- (xv) Travel and per diem expenses of candidates invited for final selection will be reimbursed by the Commission except where a Member of the Commission pays for these costs directly. Members are strongly urged to assume these costs. (Note: A line item in the amount of A\$30 500 is included in the 2001 budget for these costs. If all Members of the Commission assume these costs for their citizens/nationals, there will be no draw against this line item.)
- (xvi) The chosen candidate will be notified at the conclusion of the first week of the Commission meeting.

Start Date

- (xvii) The chosen candidate will report to the Secretariat headquarters two full weeks before the departure of the incumbent Executive Secretary in order to allow for a transition.

Draft Advertisement

**EXECUTIVE SECRETARY OF THE
COMMISSION FOR THE CONSERVATION OF
ANTARCTIC MARINE LIVING RESOURCES (CCAMLR)**

The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) invites applications for the position of Executive Secretary.

CCAMLR is an international organisation, with Headquarters in Hobart, Australia, responsible for giving effect to the objectives and principles of the Convention on the Conservation of Antarctic Marine Living Resources which provides for the conservation and rational use of marine living resources in waters adjacent to Antarctica.

The Executive Secretary manages a small administrative, technical and scientific staff; presents and manages the Commission budget; and organises the meetings of the Commission and its ad hoc and standing committees.

Applicants must be citizens/nationals of a Member of the Commission {list}

Selection Criteria

- Experience or detailed knowledge of the operations of international, regional and/or intergovernmental organisations.
- Demonstration of a high level of managerial and leadership experience and proven competence, in such areas as:
 - the selection and management of administrative, technical and scientific staff;
 - the preparation of financial budgets and the management of expenditures;
 - the organisation of meetings and provision of secretariat support for high level committees;
 - oversight and management of computer services and information technology.
- Familiarity with Antarctic affairs.
- Familiarity with fisheries and/or ecosystem management.
- Language skills.

Salary and Allowances

The appointment will be for a term of four years with the possibility of one additional four-year appointment. Present salary is in the range of US\$103 763 to US\$121 658 p.a. net. Allowances are based on the UN system and include removal costs, installation grant,

repatriation allowances, home leave allowance every two years, social security and child education benefits.

Availability

The individual chosen for the post of Executive Secretary must be available starting 4 February 2002 for a two-week period of transition with the incumbent Executive Secretary and will assume the post on 18 February 2002.

Additional Information

Please consult the CCAMLR website at www.ccamlr.org for complete information on duties, selection criteria and the application process.

Equal Employment Opportunity

CCAMLR is an equal opportunity employer.

Closing Date

Applications must be received no later than 30 April 2001.

STANDARD SUMMARY FORM

Name:

Address:

Phone:

Fax:

Email address:

Citizenship:

University and Advance Degrees

(List degrees and years awarded)

Language Proficiency in English, French, Russian, Spanish

(Note level)

(Secretariat will insert check-off grid)

Professional and Management Experience

(Include additional information elaborating on this summary in resumé or narrative application)

1. In the management of staff, budget and organisations (note the organisation; the activity or business of the organisation; the size of the staff managed; and the level of budget expenditure).
2. In international, regional and/or intergovernmental organisations, including organisations addressing Antarctic and/or fisheries/ecosystem conservation and management (list organisations and dates of experience).

RECRUITMENT WEBSITE PAGE

- The Advertisement
- Duties of the Executive Secretary
 1. Is responsible overall for ensuring the effective and efficient operation of the Secretariat.
 2. Creates an environment that promotes staff development and maximises their contribution to the organisation.
 3. Institutes systematic strategic/corporate planning for the Secretariat, in consultation with the Commission.
 4. Coordinates, supports and liaises with the Chairpersons of the Commission, Scientific Committee and its subsidiary bodies, the Standing Committee on Administration and Finance and the Standing Committee on Observation and Inspection and any ad hoc groups established, in the management of their respective meetings and implementation of work programs for these meetings.
 5. Manages the necessary preparations and follow-up for all CCAMLR meetings including for the intersessional work of the Scientific Committee and its subsidiary bodies as well as for any ad hoc groups established.
 6. Cooperates and liaises with other international organisations on matters of relevance to CCAMLR.
 7. Appoints and manages all scientific, technical and administrative staff necessary for CCAMLR to achieve its objective, develops individual staff work programs and/or assists in this.
 8. Develops and implements a performance assessment process for all staff members, including the Executive Secretary.
 9. Oversees the collection, collation and dissemination of information on harvesting, illegal, unregulated and unreported fishing, catch documentation and other data as required and in accordance with the conservation measures and CCAMLR objectives, and provides regular reports on the status of these databanks to the Commission and Scientific Committee.
 10. Is responsible for the preparation of the financial budgets for expenditure and forecast budgets for the Commission's consideration, and ensures that expenditure is in accordance with the approved budgets.
- Allowances and Benefits
- Link to Staff and Financial Regulations
- List of Member Contacts
- Application Process

Applications must:

- (i) include a completed standard summary form; and
- (ii) be submitted electronically no later than 30 April 2001 to recruit@ccamlr.org with a copy to the contact for the applicant's Member country.

RECRUITMENT TIMELINE

Placement of advertisement by Secretariat	No later than 1 January 2001
Placement of advertisements by Members	No later than 1 February 2001
Deadline for submission of applications (including standard form)	No later than 30 April 2001
Applications posted to password-protected page of the CCAMLR website by Secretariat	Within one week of receipt
Nominations by Members	No sooner than 8 May 2001 No later than 15 May 2001
Notification by Members of 10 preferred applicants (in priority order)	No later than 30 June 2001
Shortlisted applicants notified	No later than 31 July 2001

**FINANCIAL IMPLICATIONS OF RECRUITING
THE EXECUTIVE SECRETARY**

A. 2001 BUDGET	
1. International advertising in periodicals	A\$15 000
In three periodicals, for example, <i>New Scientist</i> or <i>Economist</i> .	
2. Travel and per diem expenses for short-listed applicants	<u>A\$30 500</u>
Approximately A\$6 100 per person, based on five people, including subsistence costs. (This item could be reduced to zero if each Member assumed the travel and per diem expenses for each of its citizens/nationals on the short list.)	
TOTAL 2001	<u>A\$45 500</u>
B. 2002 FORECAST BUDGET	
1. Airfares for relocation of Executive Secretary	A\$50 000^{1,2}
Approximate economy costs for two families of four.	
2. Installation grant	A\$8 000²
Based on 30 days Hobart per diem rate for one person plus half per diem for three dependents.	
3. Removal costs	A\$20 000^{1,2}
Approximate cost based upon up to one international shipping container for two families.	
4. Sundry	A\$5 000
Insurance and storage of goods, vehicle expenses.	
5. Changeover	<u>A\$7 800</u>
Two-week handover period.	
TOTAL 2002	<u>A\$90 800</u>

¹ One half of these amounts are already allocated in the Staff Termination Fund

² Balance of these amounts is already included in forecast 2002 budget