

APPOINTMENT OF EXECUTIVE SECRETARY TO CCAMLR

APPOINTMENT OF EXECUTIVE SECRETARY TO CCAMLR

Extract from CCAMLR-VI:

‘Procedures for the Appointment of Executive Secretary to CCAMLR

29. the Commission agreed on the following procedures:

- (i) 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.
- (ii) 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.
- (iii) Advertisements shall be placed, or other recommended actions taken, in each Member country with the purpose of attracting applications for the post of Executive Secretary. Any advertisement placed shall be identical in form detailing the selection criteria and shall be a charged to the Commission Member in whose country they are placed.
- (iv) Each member of the Commission may nominate up to two candidates for the vacant post. Persons other than those so nominated shall be entitled to enter an application on their own behalf.
- (v) Only nationals of Commission Members may apply for the post of Executive Secretary.
- (vi) The Chairman of the Commission shall, in consideration of the time available, determine the deadline for applications and other processes leading to the shortlisting of candidates.
- (vii) After the deadline set for applications all curricula vitae, references and other documents submitted by applicants shall be circulated to Members of the Commission.

- (viii) 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.
- (ix) Upon receipt of all the Commission Members' preferences the Chairman shall aggregate individual applicants' ranking awarding 10 points for a first preference, 9 points for a second preference, etc.
- (x) The candidates with the five highest aggregate scores shall be shortlisted for selection. Should the application of any candidate be withdrawn the next ranking candidate shall be substituted.
- (xi) The candidates selected will be notified to Members of the Commission, and shall be invited to the next meeting of the Commission where 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 XII, paragraph 1 of the Convention.
- (xii) The travel expenses and per diem incurred by candidates invited for final selection shall be reimbursed by the Commission except where a candidate is a nominee of a Member of the Commission.
- (xiii) The chosen candidate shall be notified at the earliest opportunity and not later than the close of the Commission meeting.

Selection Criteria for the Appointment of the Executive Secretary to CCAMLR

30. The Committee agreed that the Commission be guided by the following criteria:
- (i) familiarity with Antarctic affairs;
 - (ii) experience or detailed knowledge of the operations of international, intergovernmental organisations;
 - (iii) demonstration of a high level of managerial experience and proven competence, in such areas as:
 - (a) the selection and supervision of administrative, technical and scientific staff;

- (b) the preparation of financial budgets and the management of expenditures;
- (c) the organisation of meetings and provision of secretariat support for high level committees;
- (iv) tertiary qualifications;
- (v) language qualifications.'

Extract from CCAMLR-VII:

Advertisement for Post

‘ EXECUTIVE SECRETARY OF CCAMLR

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

CCAMLR is an international organisation with headquarters in Hobart, Australia, responsible for giving effect to the objectives and principles of a convention which provides for the conservation, including rational use, of marine living resources in waters adjacent to Antarctica.

The Executive Secretary, assisted by a small secretariat, is responsible for providing scientific and administrative support to the Commission and Scientific Committee.

Applicants must be citizens of Member States of CCAMLR [list].

The Commission, in its selection process, shall be guided by the following criteria:

- (a) familiarity with Antarctic affairs;
- (b) experience or detailed knowledge of the operations of international, intergovernmental organisations;
- (c) demonstration of a high level of managerial experience and proven competence, in such areas as:

- the selection and supervision 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;

(d) tertiary qualifications;

(e) language qualifications.

The appointment shall be for a term of four years with the possibility of renewal. The post is graded at D1 on the UN scale. (Present salary is in the range of US\$00000 to US\$00000 pa 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 children education benefits.

Applications marked personal and confidential, should be sent to reach the following address by [date]:

The Chairman of the Commission
CCAMLR
25 Old Wharf
Hobart
Tasmania 7000 Australia

A copy of the staff regulations and further particulars can be obtained by writing to the CCAMLR Secretariat at the above address.’