



Interim Secretariat provided by the Australian Government

First Meeting of the Parties

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ACAP/MOP1/Doc.10
Interim Secretariat

Recruitment Procedures for Agreement Secretariat

Purpose

The purpose of this paper is to present guidelines regarding the hiring of the Executive Secretary of ACAP and professional staff.

Background

It is envisaged that the Agreement Secretariat will comprise an Executive Secretary and a full-time or part-time Senior Administrative Assistant (further details in the paper on the indicative budget).

In order to obtain the best possible staff, as well as promoting equal opportunities for recruitment among all Member countries, it is necessary to establish procedures that facilitate the dissemination of information to potential candidates as quickly as possible and to incorporate this into an efficient selection process.

These guidelines have been developed to assist with:

- the selection procedures of the Executive Secretary of ACAP;
- the selection procedures of other professional staff; and
- the procedures that must be followed in the event that the Executive Secretary and/or professional staff's posts become vacant.

NOTE: This process is only applicable once the Agreement Secretariat has been established as a legal entity. In the case of a host government arrangement, it is likely that the recruitment procedures of the host organisation would apply.

Executive Secretary

It is proposed that the Executive Secretary should be required to give three months notice of intention to quit. When the position of Executive Secretary is or becomes vacant, it is recommended that the following procedures be implemented.

1. The most senior member of the professional staff of the Secretariat shall be designated Acting Executive Secretary pending the appointment of a new incumbent.
2. If the ACAP Secretariat does not employ professional staff, it will be the Advisory Committee's role to nominate a suitable temporary replacement,

who must be approved by at least a two-thirds majority of the Parties to the Agreement.

3. 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.
4. Advertisements shall be placed on the ACAP website and 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.
5. Each Member of ACAP 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.
6. Only nationals of ACAP Member countries may apply for the post of Executive Secretary.
7. The Chair of the Advisory Committee shall, in consideration of the time available, determine the deadline for applications and other processes leading to the short listing of candidates.
8. The Parties shall nominate from the Advisory Committee three (3) members to a sub-committee, which will handle the matters associated with the advertising and recruitment processes entailed in the appointment of the new Executive Secretary.
9. After the deadline set for applications all curricula vitae, references and other documents submitted by applicants shall be short-listed and ranked in order of merit by the Advisory sub-committee.
10. The five (5) highest ranked candidates shall be short-listed for interview. Should the application of any candidate be withdrawn the next ranking candidate shall be substituted.
11. The Advisory sub-committee will arrange telephone interviews with the five candidates and will ensure that at least one of the interviewers is from an impartial professional recruiting agency. This individual will advise the sub-committee during the interview and final selection process.

12. If a decision can not be reached, the Advisory sub-committee may request the top two candidates to attend a face-to-face interview.
13. All expenses related to the selection process, including travel and per diem for Advisory sub-committee members and potential candidates (see paragraph 12) and advice from the recruiting agency (see paragraph 11) will be reimbursed from the Advisory Committee Fund.
14. The successful candidate will be notified to Members of ACAP. Parties may request the Advisory sub-committee to provide a summary of the selection process and a rationale for the nomination of the selected candidate.
15. All Parties to ACAP must approve, in writing, the nomination of the candidate within 15 working days of the Advisory sub-committee announcement (see paragraph 14).
16. If a Party objects to the nomination of the candidate, a detailed explanation of their rationale must be submitted in writing to the Advisory sub-committee.
17. If consensus can not be reached, the Advisory sub-committee may nominate the next ranking candidate to the Parties, whereby the process outlined in paragraphs 14-15 will be repeated.
18. The chosen candidate shall then be notified at the earliest opportunity.

Support Staff

In the event that the ACAP Secretariat hires professional support staff, it will be a requirement that the staff member/s give three months' notice of termination of employment.

This does not provide much time for consultation and recruitment. Nevertheless, with advanced preparation, the cooperation of Parties, chairs and conveners and the judicious use of electronic media, it is possible to increase significantly the opportunity to recruit the best possible available person from the widest geographic base, limited only by Agreement Membership.

On this basis, the following procedures outlining the selection process, including the methodology of disseminating information, are presented for consideration by the Parties.

1. Each Member should establish, and maintain, a record of the most appropriate local advertising media to use for 6, below. This may be different for each of the staff members concerned. Appropriate media are likely to include:
 - national newspapers
 - professional periodicals
 - specialist newsletters
 - 'positions vacant' websites.
2. Upon receiving notice of termination from a staff member, the Executive Secretary will immediately advise Members and provide a provisional timetable for the implementation of these procedures. Each Member will then have a small amount of time to check the appropriateness of media determined under 1, above.
3. As quickly as is practical, the Executive Secretary should consult with that staff member and with the relevant Chair(s) and convener(s) with which their work is associated, to determine whether there is a need to make any changes to the position description or pay level (NB: if a promotion of the position is considered appropriate, then this cannot proceed without the prior approval of the Parties).
4. The Executive Secretary will place an appropriate advertisement on the ACAP website, together with a standard application form.
5. The Executive Secretary will provide Members with the text of a notice advising of the position vacant and directing applicants to the ACAP website advertisement.
6. Members will ensure that the notice is posted in the media determined in 1, above.
7. From applications received, the Executive Secretary, in consultation with the Advisory sub-committee (see Executive Secretary, paragraph 8) will identify the most suitable candidates and perform a preliminary interview by telephone.

8. The Executive Secretary, in consultation with the Advisory sub-committee, will then determine the most appropriate method for the final selection.

Possible measures could include:

- requesting Members to follow up references for the candidate resident in their country;
- requesting additional information for candidates; and
- performing face-to-face interviews.

The face-to-face interviews referred to above will be conducted by the Executive Secretary, a representative of the Advisory Sub-committee, and some other person competent to assess and convey the suitability of the individual to the position.

9. The Executive Secretary will offer the position to the best candidate. If the interview conducted under paragraph 8 had been performed by another person, the Executive Secretary will interview the preferred candidate before offering the position.

Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP

Parties may be guided by, but not necessarily limited to, the following criteria in the selection of an Executive Secretary:

- familiarity with the ecology and conservation of albatrosses and petrels
- familiarity with Antarctic affairs;
- experience or detailed knowledge of the operations of international intergovernmental organisations;
- 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; and
 - the organisation of meetings and provision of Secretariat support for high level committees;
- tertiary qualifications;
- language qualifications.

Action Requested

The Meeting of the Parties is asked to:

1. Note the suggestions of the interim Secretariat;
2. Provide any comments to the interim Secretariat, particularly in relation to any additional items that may not have been identified; and
3. Agree on procedures for the hiring of professional staff.