

**TERMS OF REFERENCE
PROCESS FOR STAFFING OF EXECUTIVE SECRETARY OF ICCAT**

1. Development of Vacancy Announcement

Circulate draft Statement of Duties and Obligations and Statement of Qualifications to Heads of Delegations of Contracting Parties for review and comment.

2. Finalize Statement of Duties and Obligations and Statement of Qualifications.

3. Advertise position in December 2016.

4. Screening Committee

Establish a Screening Committee to review applications by 1 May 2017. The Committee will be chaired by the Chair of the Commission and comprised of the First Vice-Chairman, Second Vice-Chairman, Chairman of STACFAD and SCRS, and the current Executive Secretary. The Committee will review the applications and identify any applications that do not meet requirements as outlined in the Vacancy Announcement. All information pertaining to the application process as well as applications will be kept confidential and only available to the Committee members and Heads of Delegation of Contracting Parties.

5. All applications, except for those disqualified by the Screening Committee for not meeting identified requirements, will be circulated to all Heads of Delegations of Contracting Parties for ranking of candidates. In addition, the Screening Committee will report to the Heads of Delegations of Contracting Parties with the relevant rationale on all the candidates that did not pass the initial screening.

6. Ranking of Applicants

Each Head of Delegation of Contracting Parties shall notify the Screening Committee of its 5 preferred candidates in order of preference by 1 July 2017. The Screening Committee will review the results and prepare a composite list of the candidates based on the lists provided by the Heads of Delegation of Contracting Parties. In doing so, the Screening Committee will assign a value in inverse relationship to the order on each list (i.e., 5 points for number 1; 4 points for number 2; etc.). The top 5 candidates will be invited to participate in the interviews.

7. Interview Process

The list of shortlisted candidates will be circulated to Heads of Delegation of Contracting Parties by the Screening Committee and will be invited to the 2017 Annual Meeting for interviews.

Some degree of standardization should be built into the interview process to ensure fairness. The Screening Committee will draft a list of questions and circulate them to Heads of Delegation of Contracting Parties for comment so that the questions are agreed to in advance of the interviews.

Options to consider:

[...]

[...]

The Chair will draft 10 questions and the Heads of Delegation of Contracting Parties will select 5 of these questions, and circulate them 1 day prior to the interviews, with the intent to give each candidate an equal amount of time and opportunity to prepare.

Only members of the Screening Committee, as well as Heads of Delegation of Contracting Parties, may attend the interview. The Chair of the Screening Committee will ask the questions.

Travel (economy class), hotel accommodation and *per diem* expenses of candidates invited for the interviews shall be reimbursed by ICCAT unless the candidate is already part of the Contracting Party delegation.

8. Voting Procedure

Voting will be done by secret ballot with tabulation done by the Chair of the Screening Committee under the supervision of the STACFAD Chair. The candidate receiving the majority (>50%) of the affirmative votes of all Contracting Parties present shall be declared elected. If any candidate does not receive the majority of the affirmative votes in the 1st Ballot, the candidate receiving the least number of affirmative votes shall be eliminated and the process will be repeated until one candidate receives majority support.

Vacancy Announcement

For the Position of Executive Secretary of the International Commission for the Conservation of Atlantic Tunas (ICCAT)

The International Commission for the Conservation of Atlantic Tunas (ICCAT) invites applications for the position of Executive Secretary. The appointment will be for a term of five years with the possibility of an additional five-year appointment.

ICCAT is a Regional Fisheries Management Organization (RFMO) headquartered in Madrid, Spain.

It is responsible for the conservation of tunas and tuna-like species in the Atlantic Ocean and adjacent seas, through implementation of the objectives and principles of the *International Convention for the Conservation of Atlantic Tunas* (ICCAT Convention). The official languages of ICCAT are English, French and Spanish. Currently, there are 50 Contracting Parties.

For further information on the Commission, please refer to: <http://www.iccat.int/>

Summary Description of the Position

The **Executive Secretary** is ICCAT's chief administrative office and must be impartial in promoting and coordinating the interests of all Contracting Parties. The Executive Secretary is responsible for the effective running of ICCAT's Secretariat and administration of ICCAT's appropriations, budget (currently at the level of €3.4 million) and other extra-budgetary funds, approximately €8 million.

The Executive Secretary's responsibilities include, in particular, the following:

- Supervising and coordinating all the Secretariat's activities, including appointing and supervising the staff of the Secretariat;
- Managing and administering the annual budget of the Secretariat, including:
 - o Preparing the budget estimates for review and approval by the Commission;
 - o Authorizing the disbursements of funds in accordance with the budget approved by the Commission;
 - o Maintaining the bookkeeping of the Commission's funds;
 - o Preparing annual and/or periodical financial reports for review and approval by the Commission;
 - o Aiding and facilitating the work of the external auditor in the preparation of the annual fiscal audit of the Commission's accounts;
- Coordinating and promoting the research programs of the Contracting Parties;

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- Promoting and maintaining collaboration with other international organizations;
- Maintaining close working relationships with the Contracting and non-contracting Party governments;
- Maintaining close working relations with the government and authorities of the host country and the embassies of the Contracting Parties;
- Preparing for approval by the Commission the scientific, administrative and other reports of the Commission and its auxiliary bodies;
- Organizing the meetings of the Commission and auxiliary bodies;
- Preparing the meeting agendas and accompanying detailed information and documentation to facilitate the work of the Contracting Party delegates, advisors and experts;
- Acting as Secretary of meetings of the Commission; and,
- Compiling and analyzing data necessary to fulfil the objectives of the Commission, especially those relative to current catches.

In addition, the Executive Secretary carries out any other activity as specified in the Convention, Rules of Procedure, Financial Rules and the Staff Rules, and/or as entrusted to him/her by the Commission. Applicants should understand that this posting will require extensive travel.

Statement of Qualifications

Candidates will be assessed against the following qualifications:

Education Requirement:

- The Executive Secretary must have, at a minimum, a university degree. Preference may be given to candidates who have an advanced university degree or an equivalent in fisheries-related disciplines or other relevant fields.

Knowledge of:

- International organizations in the field of fisheries and marine resource based management, including a broad understanding of the operations of RFMOs;
- Fisheries management, preferably relating to tuna, tuna-like, and elasmobranch species and/or to the management of fisheries in the Atlantic and Mediterranean;
- The basics of fisheries related research and science programs;
- Modern principles of management, budgeting and administration; and,
- Computer and information technology services and their management.

Experience:

- Minimum of 10 years in fisheries management, with at least 5 years at a senior management/administration level, preferably including bilateral and international relations;
- Managing a large and diverse staff, including technical and administrative positions; and,
- Significant experience in preparing and organizing international meetings.

Abilities:

- Excellent spoken and written command of at least one of the three official languages (English, French and Spanish) and a good working knowledge of the other two languages of the Commission;
- Excellent interpersonal skills, including a demonstrated ability to work with different organizations, cultures and stakeholders, and competence in public relations;
- Ability to work with all Parties equally and diplomatically, and to deal appropriately and effectively with a range of international issues;
- Leadership that fosters a strong team through building trust, committing to common objectives, and recognizing team successes;
- Willingness and ability to travel internationally; and,
- High degree of adaptability.

Salary and Benefits

The salary classification for this position is equivalent to the Director 1 Level (D-1), based on the current United Nations Salary Scheme for Professional and Higher Categories, at a step depending on qualifications and experience. In addition to the basic salary, the Commission has a benefits package includes pension, insurance, leave, etc. Further information can be found in the ICCAT Staff Regulations and Rules – <http://www.iccat.int/Documents/Commission/StaffRules2005.pdf> – which set the conditions and principles of employment and the responsibilities of the ICCAT Secretariat Staff.

Payment will be made for moving expenses incurred at the time of appointment and at the end of the appointment by transporting the successful applicant to/from the Headquarters of the Commission. Moving expenses will be in accordance with United Nations policies.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled pursuant to relevant provisions in the *Agreement on Seat Between the Spanish State and The International Commission for the Conservation of Atlantic Tunas*.

Please refer to <http://www.iccat.int/Documents/Commission/BasicTexts.pdf> for further information on privileges and immunities.

Appointment Procedures

A short list of five applicants will be invited for interviews at the 2017 ICCAT Annual meeting (further information on date and location TBC). ICCAT will compensate the reasonable travel and subsistence costs associated with travel to the interview location. The successful candidate will be announced at the meeting, and will assume the position of Executive Secretary on XXXX (date TBD).

As stated in the “ICCAT Staff Regulations and Rules”, the Executive Secretary will serve a one-year probationary period. Upon satisfactory completion of the probationary period, the Commission will confirm his/her appointment for a five-year term (probationary period plus four years), renewable for a second (five-year) term at the discretion of the Commission.

Applications should include the following:

- Cover Letter;
- Curriculum Vitae;
- List of publications, if available;
- Copies of academic and other relevant professional certificates (please provide English translation if applicable); and
- Three references – one from a recent supervisor (within last 3 years), one from a peer, and one from a subordinate. Each reference should have a strong understanding of the applicant’s character, qualifications and experience.

The short-listed candidates will be required to submit a certificate of health.

Applications should be sent to:

The Commission Chairman
International Commission for the Conservation of Atlantic Tunas (ICCAT)
C/Corazón de María, 8 (6th fl.)
28002 Madrid, Spain

All applications will be treated as confidential. For additional information or clarification, please address any inquiries to the above address.

We thank all respondents; however, only candidates under consideration will be contacted.

Deadline for Application: 1 April 2017