



Agreement on the Conservation  
of Albatrosses and Petrels

26 March 2018

**ACAP - ANCP Circular 2018-04**

To: ACAP National Contact Points (ANCP)

**Subject: Advertisement for the Position of Executive Secretary 2018**

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Your assistance is sought in advertising the vacancy for the position of Executive Secretary. A copy of the advertisement calling for applications for this position is attached (**ANNEX 1**), as well as a letter from the Recruitment Sub-committee describing the recruitment procedure and proposed timeline (**ANNEX 2**).

[Staff Regulations](#) (Annex A, paragraph 3) note that an advertisement in each of the official languages, establishing the selection criteria, shall be placed on the ACAP website and provided to each Party for advertising as they consider appropriate, with the purpose of attracting applications for the post of Executive Secretary. Any such national advertisements shall be similar in form to that placed on the website.

Dr Marco Favero  
ACAP Executive Secretary

## **ANNEX 1**



### **Call for Applications ACAP Executive Secretary Agreement on the Conservation of Albatrosses and Petrels**

Applications are invited for the post of Executive Secretary in the Secretariat to the Agreement on the Conservation of Albatrosses and Petrels (ACAP). The ACAP Secretariat is an Intergovernmental Organisation that supports the work of the Agreement in seeking to achieve and maintain a favourable conservation status for albatrosses and petrels. The Secretariat's Headquarters are located in Hobart, Tasmania, Australia.

The Executive Secretary will be appointed in accordance with the terms and conditions determined by the Agreement's Staff Regulations. Appointment will be for a term of four years, commencing on 1 December 2018, and subject to a satisfactory performance evaluation at the end of the first year of employment. The successful applicant shall be eligible for reappointment for one additional term, with the total length of employment not exceeding eight years. A remuneration package will include a salary in a range that, at present, commences at AUD 148,869. Allowances including superannuation will be provided to the successful applicant.

Applications are invited from persons meeting the following criteria:

#### **Essential criteria**

1. Must be a national of an ACAP Party.
2. Experience or detailed knowledge of the operations of international intergovernmental organisations.
3. Representational and promotional skills.
4. Fluency in one of the ACAP official languages (English, French or Spanish).
5. Demonstration of an appropriate level of managerial experience and proven competence, including: (a) the preparation of financial budgets and the management of expenditures, and (b) the organisation of meetings and provision of Secretariat support for high level committees.

**Desirable criteria**

6. Familiarity with the conservation of albatrosses and petrels.
7. Relevant experience and qualifications.
8. Proficiency in the ACAP languages.

Applications addressing the above selection criteria should be emailed to the Executive Secretary, Dr Marco Favero ([Marco.Favero@acap.aq](mailto:Marco.Favero@acap.aq)) by close of business 29 April 2018 (UTC+10). Applicants are requested to complete the attached personal information form and to provide a statement (maximum 1500 words) in support of their application addressing the above selection criteria.

All applications will be screened by the ACAP Recruitment Sub-committee and those successful at the initial screening will be invited to complete a full application (indicative date, 5 June 2018). These will be reviewed and follow-up interviews by telephone may occur. A final shortlist of two candidates will be invited to attend a face-to-face interview with the Recruitment Sub-committee.



**Call for Applications**  
**ACAP Executive Secretary**  
**Agreement on the Conservation of Albatrosses and Petrels**

Please send this completed form along with your supporting statement addressing the selection criteria below (maximum 1500 words) to Dr Marco Favero, Executive Secretary, Agreement on the Conservation of Albatrosses and Petrels, [Marco.Favero@acap.aq](mailto:Marco.Favero@acap.aq)

**Essential criteria**

1. Must be a national of an ACAP Party.
2. Experience or detailed knowledge of the operations of international intergovernmental organisations.
3. Representational and promotional skills.
4. Fluency in one of the ACAP official languages (English, French or Spanish).
5. Demonstration of an appropriate level of managerial experience and proven competence, including: (a) the preparation of financial budgets and the management of expenditures, and (b) the organisation of meetings and provision of Secretariat support for high level committees.

**Desirable criteria**

6. Familiarity with the conservation of albatrosses and petrels.
7. Relevant experience and qualifications.
8. Proficiency in the ACAP languages.

<b>PERSONAL INFORMATION</b>	
Name	
Date of birth	
Place of birth	
Nationality	
<b>CONTACT INFORMATION</b>	
Mailing address	
Home Phone	
Business Phone	
Mobile Phone	
E-mail address	
E-mail address (alternative)	



**APPLICATION FOR THE POST OF EXECUTIVE SECRETARY  
AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**Name of applicant:**

*supporting statement (maximum 1500 words)*

## **ANNEX 2**



### **Recruitment of the new Executive Secretary**

Dear National Contact Points

Thank you for your vote of confidence in the recruitment sub-committee. We have been considering the recruitment process in some detail as part of the establishment of a timetable. We will of course adhere to the processes detailed in Annex A of the [Staff Regulations](#) for ACAP Secretariat concerning recruitment of the Executive Secretary. Paragraphs 7 and 8 of those regulations read as follows:

*7. The recruitment sub-committee will request the two most suitable candidates to attend a face-to-face interview at a date and location considered most practical and cost efficient by the recruitment sub-committee. Subject to the availability of funds, travel and per diem expenses of the members of the sub-committee for attending the interviews will be covered by the ACAP general fund.*

*8. All expenses related to the selection process, including travel and per diem for potential candidates will be reimbursed from the ACAP general fund.*

The recruitment sub-committee is uncertain about the definition of face-to-face. We have no doubt that this implies that the candidate and at least one of the recruitment sub-committee need to be physically in the same room but are not certain that this means that all of the recruitment sub-committee require to be physically present in the same room. We also note, and appreciate, the need to ensure that ACAP's funds are best spent on conservation purposes.

The recruitment sub-committee therefore proposes that interviews could be conducted in the region of the candidate, meaning our subcommittee member for the region and the applicant are together in a room, with the other sub-committee members on video conference. We would aim to be as cost-effective as possible, thus may even approach national authorities of the candidate's country for help with facilities.

The recruitment sub-committee would appreciate your endorsement (or otherwise) of this proposal. If there is not agreement among Parties on the proposal, this could be discussed at the Meeting of the Parties in May. It would however be helpful to have an indication before then as we will need to ensure that the budget for the next triennium can cover for whatever approach is to be taken.

An outline of our planned timeline is provided below for your reference. You will note that this indicates when some actions are required from National Contact Points. The first of these, the distribution of the advertisement should happen immediately please, following the procedure laid down in Paragraph 3 of Annex A of the Staff Regulations for ACAP Secretariat concerning recruitment of the Executive Secretary.

*3. An advertisement in each of the official languages, establishing the selection criteria, shall be placed on the ACAP website and provided to each Party for advertising as they consider appropriate, with the purpose of attracting applications for the post of Executive Secretary. Any such national advertisements shall be similar in form to that placed on the website.*

We hope that you can help us recruit the best possible Executive Secretary and look forward to hearing from you

Mark Tasker (Chair)  
Francisco Lopez Achaval  
Igor Debski

Recruitment sub-committee



## **PROCEDURE FOR THE RECRUITMENT OF THE EXECUTIVE SECRETARY, 2018 - INDICATIVE TIMELINE FOR RECRUITMENT SUB-COMMITTEE -**

In accordance with the requirements of MoP5 Resolution 5.3 (Annex A), the following timeline is indicated for the recruitment of the Executive Secretary in 2018.

13 March 2018	Names of appointed recruitment sub-committee communicated to Parties
26 March 2018	Pro forma advertisement seeking applications sent to National Contact Points for distribution
27 Mar - 29 Apr 2018	Applications received. Candidates will submit a personal information form plus supporting statement addressing the selection criteria (max. 1500 words) <sup>(1)</sup>
29 April 2018	Closing date for expressions of interest <sup>(2)</sup> . Proposals sent for translation <sup>(3)</sup> and assessment against the selection criteria.
11 May 2018	Short listing of maximum five candidates completed. Short listed candidates advised and additional information requested <sup>(4)</sup>
5 June 2018	Closing date for submission of additional information.
19 June 2018	Interviews of shortlisted candidates undertaken by telephone. Two most suitable candidates selected.
27 July 2018	Two most suitable candidates interviewed
3 August 2018	Confidential summary of the selection process and the rationale for the appointment submitted to Parties.
31 August 2018	Agreement of Parties required by this date, followed by notification of successful candidate.
26 November 2018	Target starting date for new Executive Secretary to allow one week for handover.

### NOTES:

- (1) This approach is recommended given the uncertainty about the number of applicants and the consequent implications in timing (translation / evaluation) and budget matters (particularly translation costs).
- (2) Proposals will be submitted electronically to the Executive Secretary, who will compile them and forward for translation and evaluation.
- (3) If required. Please note that the time required for translation and evaluation of proposals will be highly dependent on the number of applications received. To avoid excessive translation costs applications will be assessed in the language in which they are submitted. If none of the Selection Panel are conversant with the language used in the application (which must be one of the three official languages), then these applications will be translated into one of the other ACAP languages.
- (4) Additional information (e.g. full CV and supporting documentation) will be requested of the shortlisted candidates.