



## 9<sup>th</sup> Meeting of the Parties (MoP9)

Reunion Island, 4–8 July 2022

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### Procedure for the appointment of the SIOFA Executive Secretary

Delegations of the European Union and the Cook Islands

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<b>Abstract</b>	
<p>Rule 7 of the SIOFA Rules of Procedure provide for the appointment of an Executive Secretary by the Meeting of the Parties on such terms as the Meeting of the Parties may determine in accordance with the Agreement, with due regard to principles of economy and efficiency. The Executive Secretary shall hold office for a period of four years from the date of appointment and shall be eligible for re-appointment by the Meeting of the Parties for one additional term.</p> <p>The term of office of the incumbent Executive Secretary expires in December 2023. SIOFA does not have a procedure in place to ensure the renewal of the incumbent or to appoint a different person. In order to avoid any interruption, it is proposed that the Meeting of the Parties adopt a procedure for the appointment of the Executive Secretary.</p>	

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<sup>2</sup> Documents available only to members invited to closed sessions as per SIOFA RoP 20.



**Recommendations**

- MoP to approve a procedure for the appointment of the SIOFA Executive Secretary

## Procedure for the appointment of the SIOFA Executive Secretary

Rule 7 of the SIOFA Rules of Procedure provide for the appointment of an Executive Secretary by the Meeting of the Parties on such terms as the Meeting of the Parties may determine in accordance with the Agreement, with due regard to principles of economy and efficiency. The Executive Secretary shall hold office for a period of four years from the date of appointment and shall be eligible for re-appointment by the Meeting of the Parties for one additional term. In the event the Executive Secretary is elected by vote, secret ballot shall be conducted unless otherwise decided by the Meeting of the Parties.

These Terms of Reference contain the appointment process for the position of SIOFA Executive Secretary.

### SECTION 1: REAPPOINTMENT OF THE INCUMBENT EXECUTIVE SECRETARY

1. At the Meeting of the Parties in the year preceding the year in which the Executive Secretary's term of appointment expires, the [SIOFA](#) Chairperson shall verify with the Executive Secretary his/her interest in being reappointed.

2. In the event of a positive reply, the procedure in paragraph 3 and 4 shall be followed. The Contracting Parties and Participating Fishing Entities shall be informed of the outcome and the item shall be included in the agenda of the next Meeting of the Parties. In the event of a negative reply, the procedure under Section 2 shall be followed.

3. At the meeting referred to in paragraph 1, the [SIOFA](#) Chairperson shall proceed to verify whether there is consensus among the Meeting of the Parties to re-appoint the incumbent Executive Secretary in accordance with Rule 7 of the Rules of Procedure.

4. In the absence of consensus to re-appoint the incumbent Executive Secretary, the process for the selection of the Executive Secretary shall be launched according to the procedure under Section 2.

5. The Executive Secretary shall assist the [SIOFA](#) Chairperson with the recruitment process. If the incumbent Executive Secretary intends to apply or is also an applicant, he/she shall abstain from any involvement in the process and nominate a staff member of the Secretariat to assist the [SIOFA](#) Chairperson, providing that the appointed staff member does not intend to apply for the position.

### SECTION 2: SELECTION OF THE EXECUTIVE SECRETARY

#### Position documentation and advertisement

6. No more than [60 days] after the close of the ordinary Meeting of the Parties referred to in paragraph 1, the [SIOFA](#) Chairperson shall prepare a draft advertisement for the position of Executive Secretary, based on the template in Annex. The draft advertisement shall be guided by the following selection criteria:

(a) Demonstrated [high level leadership and management knowledge and skills and experience in](#)

[i. provision of strategic and operational advice;](#)

[ii. preparation of reports, financial budgets and management of expenditures;](#)

~~ii. provision of secretariat support for international meetings;~~

~~iii. oversight and management of compliance, data management, science functions and information technology;~~

~~iv. Organisation of international meetings and provision of secretariat support for international meetings and committees, including preparation of meeting papers and reports;~~

~~v. human resource management, including selection and supervision of administrative and professional staff.~~

~~(b) demonstrated through relevant experience or detailed knowledge in functions, operations and management of international, regional or international organisations;~~

~~(bc) Knowledge or experience of fisheries management;~~

~~(c) Knowledge or experience of the functions and operations of intergovernmental organisations at the regional or international level;~~

~~(d) Knowledge or experience of such areas as:~~

~~i. preparation of reports, financial budgets and management of expenditures;~~

~~ii. provision of secretariat support for international meetings;~~

~~iii. oversight and management of information technology;~~

~~iv. human resource management.~~

~~(ed) Demonstrated ability to communicate and work constructively and effectively in a multicultural environment with delegates from a wide range of countries, including managers, scientists and technical experts;~~

~~(fe) Fluent in spoken and written English. Knowledge of other languages of SIOFA CCPs, in particular French, would be an asset.~~

~~(gf) University degree or the equivalent, with a preference given to an advanced degree (Master or PhD) or equivalent in a field related to SIOFA's activities.~~

7. The [SIOFA](#) Chairperson shall circulate the advertisement to Contracting Parties and Participating Fishing Entities for review and instruct the Secretariat to post the position description as adopted on the SIOFA website, setting the deadline for receiving applications at [90 days] following the initial posting. The agreed vacancy advertisement shall include relevant information regarding the vacancy and the application process, including a copy of this recruitment procedure.

8. Contracting Parties and Participating Fishing Entities shall endeavour to circulate the advertisement more widely and post the position description and relevant information on their own websites. The Secretariat shall also arrange for the position description and other relevant information to be posted in national and international publications and websites, including the FAO and RFMO websites.

### **Submission of applications**

9. Applications shall be submitted to the [SIOFA](#) Chairperson and copied to the Secretariat in electronic format by the deadline indicated on the advertisement set in accordance with paragraph 7. Applications may be submitted directly to the [SIOFA](#) Chairperson or via a Contracting Party or Participating Fishing Entity to the [SIOFA](#) Chairperson. Late or incomplete applications shall not be considered.

### **Acknowledgement of receipt**

10. The [SIOFA](#) Chairperson shall notify applicants, by electronic means, within 7 days upon receipt of their complete application.

### **Circulation of applications**

11. [Applications shall be treated confidentially.](#) All applications that are complete and received by the [SIOFA](#) Chairperson by the deadline shall be circulated confidentially to [the Heads of Delegation of Contracting Parties and Participating Fishing Entities](#) no later than [Date], ~~and shall be accessible on the secure part of the SIOFA website.~~ A list of incomplete and/or late applications received, including details of what was missing, shall also be circulated to Contracting Parties and Participating Fishing Entities for information.

### **Ranking of applicants**

12. At the latest [days] before the next ordinary Meeting of the Parties, each Contracting Party and Participating Fishing Entity shall notify the [SIOFA](#) Chairperson of no more than five preferred candidates in order of preference. On receipt of all preferences, the [SIOFA](#) Chairperson shall aggregate individual applicants' rankings, awarding five points for a first preference, four points for a second preference, three points for a third preference, two points for a fourth preference and one point for a fifth preference. The individual rankings by Contracting Parties and Participating Fishing Entities shall be kept confidential by the [SIOFA](#) Chairperson.

### **Shortlist**

13. The candidates with the four highest aggregated scores shall be shortlisted for interview. Should the application of any candidate be withdrawn, the next ranking candidate shall be substituted. In case of a tie for the fourth place, the applicants with equal scores in that place will be included in the short list of candidates. Candidates not included in the short list shall be notified by the [SIOFA](#) Chairperson that they have not been selected.

### **Interview process**

14. [The SIOFA Chairperson shall chair the review process.](#) The [Heads of Delegation of Contracting Parties and Participating Fishing Entities](#) shall be notified of shortlisted candidates ~~shall be notified to Contracting Parties and Participating Fishing Entities~~ before [Date]. The shortlisted candidates shall be interviewed by [the Heads of Delegation of Contracting Parties and Participating Fishing Entities](#) during a meeting of their Heads of Delegation at the following ordinary Meeting of the Parties. [The interviews will be conducted in English and each interview will be approximately 1 hour.](#)

15. In order to ensure transparency and fairness of the process, all candidates shall be asked the same questions. Those questions shall be prepared by the [SIOFA](#) Chairperson in consultation with [the Heads of Delegation of Contracting Parties and Participating Fishing Entities](#) ahead of the meeting of the Heads of Delegation. Follow-up questions shall be allowed as long as they are related to the same original question and do not discriminate between the candidates.

### **Appointment Process for the Executive Secretary**

16. [The SIOFA Chairperson shall chair the appointment process.](#) Following the interview, the Meeting of the Parties shall endeavour to approve the preferred candidate as Executive Secretary by consensus. Unless otherwise decided, the Meeting of the Parties shall adopt the following procedure as a means of working towards a consensus appointment:

- (a) Polling shall be done by secret ballot by the Contracting Parties and Participating Fishing Entities, represented by their Heads of Delegation or nominated representative.

- (b) In each round, each Head of Delegation shall select one candidate. The candidate with the lowest number of votes each round shall drop out of the ballot process.
- (c) A tie between candidates shall result in a re-ballot between those candidates until one candidate drops out of the process.
- (d) The rounds shall continue until a single candidate remains.
- (e) The candidate who polls the highest in the final round shall be confirmed by the Meeting of the Parties.
- (f) If the chosen candidate declines the position, the next highest-voted candidate shall be appointed by the Meeting of the Parties.
- (g) In the event that a candidate is not confirmed in accordance with this paragraph, the process established in Section 2 of these procedures shall be reinitiated.

17. The [SIOFA Chairperson shall notify the](#) chosen candidate ~~shall be notified~~ at the conclusion of the ordinary Meeting of the Parties. Contract negotiations with the chosen candidate shall be conducted by the SIOFA Chairperson, in compliance with the Staff Regulations and other SIOFA rules and procedures.

**Start date**

18. If possible, the contract of the chosen candidate shall commence two weeks before the departure of the incumbent Executive Secretary in order to allow for the appropriate transition. The newly appointed Executive Secretary's term of office shall officially start on the day after the expiration of the previous Executive Secretary's term or when he/she effectively fills the vacant position, whichever occurs sooner. This date shall be notified to all CCPs by the [SIOFA](#) Chairperson.

## ANNEX

### **Template for a Vacancy announcement for the position of Executive Secretary of the Southern Indian Ocean Fisheries Agreement (SIOFA)**

The Meeting of the Parties to the Southern Indian Ocean Fisheries Agreement (SIOFA) invites applications for the position of Executive Secretary.

The SIOFA is an international agreement that entered into force in June 2012 whose objectives are to ensure the long-term conservation and sustainable use of the fishery resources in the Southern Indian Ocean. The SIOFA currently has ten Contracting Parties, one Participating Fishing Entity and one cooperating non-Contracting Party (collectively “CCPs”).

The Secretariat of the SIOFA, established pursuant to Article 7 of the SIOFA, has its headquarters in La Réunion (France). The functions and duties of the Secretariat are provided in Rule 8 of the SIOFA Rules of Procedure. The Secretariat currently has three staff members: an Executive Secretary, a data officer and a scientific officer. The Secretariat occasionally welcomes interns.

#### **Summary description of the position**

The SIOFA Executive Secretary assists the Meeting of the Parties (the decision-making body of the SIOFA) and its subsidiary bodies in fulfilling their respective tasks. The Executive Secretary must be impartial and objective in promoting and coordinating the interests of all CCPs. The Executive Secretary works under the direction and supervision of the Meeting of the Parties and is responsible for the effective running of the SIOFA Secretariat and administration of the SIOFA budget (743 846,90 EUR in 2022). The Executive Secretary’s functions and duties, as outlined in Rules 8 and 9 of the SIOFA Rules of Procedure, include the following:

- a) [lead](#), supervise, coordinate and manage the SIOFA Secretariat’s activities;
- b) prepare, manage and administer the SIOFA budget in accordance with the SIOFA Financial Regulations;
- c) recruit and supervise the staff of the Secretariat in accordance with the SIOFA Staff Regulations, including delegation of administrative duties as necessary;
- d) communicate with CCPs regarding all official correspondence, notifications, decision-making and voting procedures;
- e) make all necessary arrangements for each Meeting of the Parties and any subsidiary bodies where required, including preparing agendas and relevant working papers and documents, registering participants, acting as official rapporteur as required, providing organisational support and arrangements, and reviewing, correcting and disseminating SIOFA documents and reports;
- f) prepare administrative and other reports for the Meeting of the Parties, the Scientific Committee and any other subsidiary bodies, including on financial and staffing resources and on the Secretariat’s activities;
- g) monitor fishing activities in the SIOFA Area and the compliance of CCPs with their obligations under the SIOFA and Conservation and Management Measures in force;
- h) manage the collection and sharing of data and information in accordance with applicable standards, rules and procedures;

- i) inform the Meeting of the Parties of any issues or matters of interest;
- j) liaise with other regional fisheries management organisations / arrangements and entities, and manage relations with the public;
- k) perform such other functions as may be assigned by the Meeting of the Parties.

The appointment of the Executive Secretary is for a term of four years. At the discretion of the Meeting of the Parties, the Executive Secretary may be re-appointed for a further four years.

SIOFA has adopted the salary scales applying to officials of the United Nations Secretariat. The starting salary for the SIOFA Executive Secretary will correspond to the rate applying to a P5, Step 1 official in the United Nations Secretariat unless otherwise decided by the Meeting of the Parties on the basis of relative qualifications, skills and experience. Salaries shall be paid in euros.

#### **Eligibility criteria**

- l) University degree or equivalent, with a preference given to an advanced degree (Master or PhD) or equivalent in a field related to SIOFA's activities;
- m) Experience in fisheries management and/or fisheries policy formulation, preferably including international relations;
- n) Professional experience planning, organizing, and coordinating work programmes relevant to SIOFA's activities, including management and provision of budgetary oversight;
- o) Fluent in spoken and written English. Knowledge of other languages of SIOFA CCPs, in particular French, would be an asset.

#### **Selection criteria**

In making an appointment to the position of the Executive Secretary, the Meeting of the Parties will be guided by the following selection criteria<sup>3</sup>:

- a) Demonstrated high level leadership and management skills and experience in
  - i. provision of strategic and operational advice;
  - ii. preparation of reports, financial budgets and management of expenditures;
  - iii. oversight and management of compliance, data management, science functions and information technology;
  - iv. organisation of international meetings and provision of secretariat support for international meetings and committees, including preparation of meeting papers and reports;
  - v. human resource management, including selection and supervision of administrative and professional staff.
- ~~a)b)~~ Demonstrated relevant experience or detailed management knowledge and skills through relevant experience in the functions, operations and management of in national, regional or international organisations;
- ~~b)c)~~ Knowledge or experience of fisheries management;
- ~~c)~~ Knowledge or experience of the functions and operations of intergovernmental organisations at the regional or international level;

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<sup>3</sup> as outlined in paragraph 6 of the ToR



- ~~d) Knowledge or experience of such areas as: preparation of reports, financial budgets and management of expenditures; provision of secretariat support for international meetings; oversight and management of information technology; human resource management;~~
- e) Demonstrated ability to communicate and work constructively and effectively in a multicultural environment with delegates from a wide range of countries, including managers, scientists and technical experts;
- f) Fluency in spoken and written English. Knowledge of other languages of SIOFA CCPs, in particular French, would be an asset;
- g) University degree or equivalent, with a preference given to an advanced degree (Master or PhD) or equivalent in a field related to SIOFA's activities.

### **Application process**

Applications must be submitted in English (the official language of SIOFA) and in electronic format. They must be addressed to the Chairperson [email address] and copied to the SIOFA Secretariat ([secretariat@siofa.org](mailto:secretariat@siofa.org)). They must be received no later than **[Day] [Month] [Year] at [hour] UTC**. Late or incomplete applications will not be considered.

Applications must include the following:

1. A cover letter to the Chairperson of the Meeting of the Parties containing a statement of the applicant's interest in the position and a succinct description of the applicant's relevant experience and abilities;
2. A Curriculum Vitae;
3. List of publications, if available;
4. Copies of academic and other relevant professional certificates (please provide English translation if applicable); and
5. Letters of reference from at least two persons with a recent knowledge of the applicant's character, qualifications and experience.


The short-listed candidates will be required to provide a certificate issued by a competent medical doctor indicating that the applicant is in good health.

The short-listed candidates will be notified before [date] and invited for an interview with the representatives of the Contracting Parties and Participating Fishing Entities to SIOFA. In principle, the interview will take place during the next Meeting of the Parties, which will take place in [Location] from [Dates]. The interview will be held on [precise date(s)]. The expenses to attend the interview will be covered by SIOFA. Alternatively, the interview may take place in virtual format. Further details will be given in [indicative timing / month].

The process may be subject to changes by the Meeting of the Parties. Such changes will be informed on a timely basis.

The selected candidate will be expected to take up their position on [Date].

Applicants are encouraged to familiarise themselves with SIOFA's basic documents in force, including the Agreement, the Rules of Procedure, Staff Regulations, Financial Regulations and the Headquarters Agreement and related Resolution. SIOFA is committed to promoting diversity and ensuring employment equity within the Secretariat.

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For further information, applicants should write to the address above or consult the SIOFA website:  
<https://www.apsoi.org/>.