



**Agreement on the Conservation of Albatrosses and Petrels**

## **Fifth Meeting of Advisory Committee**

**Mar del Plata, Argentina, 13 – 17 April 2010**

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**Report on the recruitment process for the selection of the  
Agreement's Executive Secretary**

**Recruitment Sub-committee, Chair Advisory Committee**



## Report on the recruitment process for the selection of the Agreement's Executive Secretary

### Recruitment Sub-committee, Chair Advisory Committee

#### INTRODUCTION

On December 2<sup>nd</sup> the Headquarters Agreement between the Government of Australia and the ACAP Secretariat entered into force. This provided for the commencement of a recruitment process to appoint an Executive Secretary, in accordance with the Agreement's staff regulations (Resolution 2.2 Annex A) adopted during the Second Meeting of the Parties.

A timeline describing the steps to be followed in the recruitment process was drafted, prior to the second session of the Meeting of the Parties. This process followed Resolution 2.2, and was discussed and endorsed by the Advisory Committee at AC4 and in the intercessional period. Subsequently, a call for applications for the Executive Secretary position was uploaded on the ACAP website and also sent to the Parties, following Annex A of Resolution 2.2: *"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"*.

In accordance with Annex A of Resolution 2.2, *the Parties appointed three members of the Advisory Committee as a Recruitment Sub-committee to address all matters associated with the recruitment and appointment of a new Executive Secretary"*. In regards to the nomination of Members by Region for the Recruitment Sub-committee, New Zealand appointed Dr. Johanna Pierre as representative of New Zealand/Australia and South Africa, Argentina appointed Mrs. Corina Lehmann as representative of the South American region, and the United Kingdom appointed Mr. Trevor Salmon as representative of the European region. The Chair of the Advisory Committee, Dr. Marco Favero, was engaged in the selection process by coordinating the recruitment process and dealing with all the correspondence with the Parties and candidates along all stages of the selection process.

#### TIMELINE

The procedure outlined below was developed for the recruitment of the Executive Secretary in accordance with the requirements of MoP2 Resolution 2.2 Annex A. This timeline was drafted with the intention of finishing the recruitment process prior to the start of second session of the Meeting of the Parties on 27<sup>th</sup> of April 2009.

2008:

- |           |  |
|-----------|--|
| 07 Nov    | Regions asked to nominate members from the Advisory Committee for the Recruitment Sub-committee.   |
| 25 Nov    | Names of proposed Sub-Committee members forwarded to MoP for appointment.  |
| 02 Dec    | Australia completes ratification of Headquarters Agreement.  |
| 03 Dec    | Pro-forma advertisement seeking applications sent to National Contact Points.  |
| 15 Dec    | Parties and Secretariat call for applications (see Annex 1 and Annex 2 for details).   |
| 15-29 Dec | Applications received. At this stage, candidates submitted a personal information form plus supporting statement addressing the selection criteria (maximum 1500 words) <sup>(1)</sup> |
| 29 Dec    | Deadline for submissions <sup>(2)</sup>  |

30 Dec	Proposals sent for translation (if required) <sup>(3)</sup>
2009:	
19 Jan	Proposals sent for evaluation and ranked by the Recruitment Panel against the selection criteria <sup>(3)</sup>
28 Feb	Short listing of five candidates completed.
01 Mar	Short listed candidates advised and additional information requested <sup>(4)</sup>
15-30 Mar	Additional information reviewed and interviews undertaken by telephone. Two most suitable candidates selected.
01 April	Two shortlisted candidates advised and requested to attend interview.
24 Apr	Two most suitable candidates interviewed in Bergen and final selection conducted.
19 June	Appointment process completed, and outcome announced to Parties.

#### Notes

- (1) This approach was considered given the uncertainty about the number of applicants and the consequent implications in timing (translation/evaluation) and budget matters (particularly translation costs). Requesting full proposals at this stage could have brought the costs of the process beyond the available budget and may have required an impossible workload for the panel in the time available.
- (2) Proposals were to be submitted electronically to AC Chair, for compilation and subsequent forwarding for translation and evaluation
- (3) The time required for translation and evaluation of proposals was expected to be highly dependent on the number of applications received. To avoid excessive translation costs applications were to be assessed in the language in which they are submitted. If none of the Selection Panel were conversant with the language used in the application (which must be one of the three official languages), then these applications were to be translated into one of the other ACAP languages.
- (4) Additional information (e.g. full CV and supporting documentation) were to be requested of the shortlisted candidates.

#### **SELECTION PROCESS**

Nine applications were received for the Executive Secretary position. These were from representatives of four Parties (Australia, France, South Africa, United Kingdom). The first shortlisting conducted by the Recruitment Panel reduced the list to five candidates. Subsequently, two preferred candidates were chosen by the Recruitment Panel. These candidates were interviewed during the same week as the second session of the Meeting of Parties. Content of the interviews focused on the criteria advertised in the recruitment announcement, including past relevant experience and qualifications, as well as competencies required to be an effective Executive Secretary. Examples were sought of relevant and comparable situations that would equip candidates with appropriate skills and knowledge.

Following the interviews, the Recruitment Panel conferred and agreed on the preferred candidate, to whom an Offer of Appointment would be made. The Recruitment Panel proposed to the Parties at the MoP that the Chair of the MoP would be the appropriate person to make the Offer of Appointment, based on the recommendation of the Recruitment Panel. The MoP supported this approach. Once the Offer and Appointment was accepted, the Parties were notified of the outcome of the recruitment process. This was publicized via a Circular and on the ACAP website.

#### **RECOMMENDATIONS**

The recruitment process operated very smoothly, especially given the tight timeframes and that there was no precedent for the Panel to draw on. Some recommendations to facilitate future processes follow.

- When possible, it may be preferable to hold interviews at times other than during ACAP meetings. In this recruitment process, cost implications and Panel availability required interviews to be held during MoP2. This did create extra workload for those involved, both prior to and during an already extremely busy week.
- Allow for the recruitment process to occur with more time between steps. For example, in the case described here timeframes were tight for candidates to submit their information and for this to be translated. With a large number of applicants, the timeframes above would have been extremely difficult or impossible.
- Ensure sufficient funding is allocated to support a robust process. Ideally, this would include provision for full translation of required documents into ACAP languages preferred by the members of the Recruitment Panel. Funding should also encompass candidates' travel expenses, accommodation during interviews, etc.
- MoP may wish to consider more explicitly defining elements of the recruitment process that are currently not specified. For example, the composition of the Recruitment Panel (e.g. specify a regional or other approach), revision of the suggested criteria for recruitment and used to select amongst candidates (Resolution 2.2, Annex A), relative importance of these criteria, and who will most appropriately make the Offer of Appointment to the preferred candidate.

Annex 1



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

Applications are invited for the post of Executive Secretary in the Secretariat of the Agreement on the Conservation of Albatrosses and Petrels (ACAP). The ACAP Secretariat is an Intergovernmental Organization 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. A remuneration package consisting of a salary in the range of AUD 100,000 – 110,000 and 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 Chair of the Advisory Committee, Marco Favero ([marco.favero@acap.aq](mailto:marco.favero@acap.aq)) by close of business 15 December 2008. Applications should include fulfilled personal information form included below plus the applicant's background addressing the selection criteria (maximum 1500 words)

Annex 2



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

Please send this completed form along with your background addressing the selection criteria below (maximum 1500 words) to Dr Marco Favero, Chair Advisory Committee, 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 TO THE POST OF EXECUTIVE SECRETARY**

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**Name of applicant:**

*your background here (maximum 1500 words)*