

**RESOLUTION 7.3****RECRUITMENT PROCEDURE FOR THE EXECUTIVE SECRETARY**

*The Meeting of the Parties to the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area:*

*Recalling* Article IV of the ACCOBAMS, setting the functions of the Agreement Secretariat,

*Aware* that under Resolution 1.2, the Meeting of the Parties accepted the offer of the Government of the Principality of Monaco to host the ACCOBAMS Permanent Secretariat and agreed with its terms of reference, as annexed to the said Resolution,

*Recalling* Resolution 6.2 amending the Headquarters Agreement with the Host Country which defines, *inter alia*, the financial arrangements for the Executive Secretary position expenses,

*Recalling* Resolution 6.3, entrusting the Bureau, in consultation with the Host Country, to address the question of the recruitment procedure for the Executive Secretary as a matter of priority,

1. *Adopts* the recruitment procedure for the Executive Secretary, as in [Annex 1](#), the profile of the Executive Secretary position and salary scale, as in [Annex 2](#), and the selection criteria, as in [Annex 3](#) to the present Resolution;
2. *Entrusts* the Executive Secretary with the implementation of the Agreement, in consultation with the President of the Bureau and the Host Country;
3. *Entrusts* the Bureau to make any proposal for amendments to Annexes 2 and 3 and to submit them to the subsequent Meeting of the Parties for adoption.

## ANNEX 1 - RECRUITMENT PROCEDURE FOR THE ACCOBAMS EXECUTIVE SECRETARY

When the position of ACCOBAMS Executive Secretary is or becomes vacant, the following recruitment procedure shall be used:

1. The Bureau initiates, in the shortest period of time, a recruitment procedure according to the modalities below and designates, if necessary and in coordination with the Host Country, an Executive Secretary *ad interim* until the recruitment procedure is completed. If the *ad interim* or current Executive Secretary is a candidate, she/he shall not be involved in the recruitment procedure;
2. The Bureau, to which a representative of the Host Country is added (if not already member), acts as Recruitment Committee, with the assistance of the Permanent Secretariat, using the Rules of Procedure for the Bureau as set out in Resolution 5.7 and amended by Resolution 6.4. Parties willing to send a representative as observer may do so at their own cost
3. Upon request by the President of the Bureau, the Permanent Secretariat publishes on the ACCOBAMS website, a vacancy notice in English and French, including a deadline for application, based on the selection criteria presented in [Annex 2](#) and notifies all National Focal Points, all ACCOBAMS Partners and the Secretariats of the relevant Conventions as well (CMS, CBD, Barcelona Convention, IWC, etc.) for publication on their institutional web site and in the media considered appropriate;
4. After the deadline set in the vacancy notice, all *curricula vitae*, references and other documents presented by the candidates are compiled by the Permanent Secretariat to assist the Recruitment Committee in the preparation of an analytical table of applications, based on, but not necessarily limited to and without priority order, the selection criteria presented in [Annex 3](#) of the present Resolution and on the description of the duties and responsibilities contained in Article IV of the ACCOBAMS;
5. On the basis of the scores of the analytical table, the Recruitment Committee prepares a list of maximum four candidates;
6. The Recruitment Committee decides a date and a place considered as the most convenient and cost effective to meet and invites the four candidates for an interview face to face;
7. The Recruitment Committee proceeds with the interviews and ranks the four candidates;
8. The employment process is finalized in compliance with the law in force in the Principality of Monaco, regulating, among others, the conditions of hiring and dismissal; the President of the Bureau signs the declaration of employment of the candidate retained;
9. The name of the candidate retained, as well as the date of entry on duty, are notified to the Parties by the President of the Bureau;
10. The Executive Secretary is recruited for a period of six (6) years, including the first year on probation. Before the end of the first year, the Bureau prepares an assessment of the effectiveness of the person concerned, in order to issue an advice on the continuation of the mandate. The term of office of six (6) years may be extended for a period of three (3) years;
11. The meeting of the Recruitment Committee is private and its deliberations are considered as confidential.

## **ANNEX 2 – PROFILE OF THE ACCOBAMS PERMANENT SECRETARIAT EXECUTIVE SECRETARY POSITION AND SALARY SCALE**

### **A- PROFILE OF THE ACCOBAMS PERMANENT SECRETARIAT EXECUTIVE SECRETARY POSITION**

#### **1. IDENTIFICATION OF POST**

1. Role: Executive Secretary
2. Place of work: Agreement Headquarters, ACCOBAMS Permanent Secretariat, Principality of Monaco.

#### **2. MAIN PURPOSE OF THE POSITION**

1. The position of the Executive Secretary of the ACCOBAMS Permanent Secretariat is supported by the Principality of Monaco as per the provisions of the Headquarters Agreement.
2. The Executive Secretary is in charge of managing the ACCOBAMS Permanent Secretariat, the functions of which are set out under Article IV of the ACCOBAMS.

#### **3. ORGANISATIONAL STRUCTURE**

1. Posts supervised: staff on long term and temporary positions, comprising at least three scientific and technical employees and an administrative employee responsible for accounting and day-to-day administration.
2. Post supervisor: Meeting of Parties.

#### **4. DUTIES AND RESPONSIBILITIES**

- Responsible for the operation of the Permanent Secretariat, coordinates and supervises staff and their activities;
- Encourages and assists countries to implement the Agreement;
- Facilitates implementation of the ACCOBAMS work programme;
- Develops and maintains contact with National Focal Points, Ministers, Heads of ministerial departments and the diplomatic corps of Parties and other governments in the geographical area covered by the Agreement and the relevant ministers in those countries, in order to assess their needs and the level of implementation of the Agreement and/or its objectives;
- Ensures relationships with the Chairperson of the Meeting of the Parties and the Bureau, the Scientific Committee, working groups and media representatives;
- Manages the Agreement budget and Host Country grant in connection with the Headquarters Agreement;
- Seeks extra budgetary funding for activities related to the work programme priorities;
- Establishes the triennial work programme for adoption by the Parties;
- Promotes the objectives and interests of the Agreement; coordinates and supervises its implementation;
- Represents ACCOBAMS at the national and international level, establishing links with officials and members of government institutions and governmental and non-governmental organisations, with the aim of encouraging their involvement in implementing the Agreement;

- Facilitates the integration of Agreement activities with those of other relevant intergovernmental and non-governmental organisations;
- Formalises links with these organisations and sign relevant interinstitutional agreements;
- Actively participates in CMS' family activities and promote them in the ACCOBAMS' area;
- Organises Meetings of the Parties, of the Scientific Committee and of the Bureau, workshops and working groups set up as part of the operation of the Agreement;
- Reports to the Bureau and the Parties on the operations of the Secretariat and its efforts to implement the Agreement objectives;
- Ensures compliance with the provisions of the Headquarters Agreement;
- Maintains a close relationship with the Host Country within the framework of the Headquarters Agreement;
- Encourages non-member Range States to become Parties to the Agreement;
- Carries out awareness-raising activities for the public and media at the national and international level.
- Develops proposals for international events;
- Interprets the Resolutions/Recommendations of the Meeting of the Parties, the decisions made by the Bureau and the Recommendations of the Scientific Committee;
- Is self-directing and accountable to the Meeting of the Parties.

#### **B- SALARY SCALE FOR THE EXECUTIVE SECRETARY POSITION**

Considering that work-related laws in force in the Principality of Monaco shall apply to the personnel of the ACCOBAMS Permanent Secretariat, then a salary scale has been elaborated, in collaboration with the Government of the Principality of Monaco, following a Decision of the Bureau at its 12<sup>th</sup> Meeting (3-4 December 2018).

The provisions of the amended Headquarters Agreement (Res. 6.2 Appendix 1, para. 4, b) specify that “the staff expenses of the Executive Secretary are covered by the Host Country through reimbursement of relevant expenditures incurred by the Permanent Secretariat within the limit of a gross annual remuneration equivalent to the one provided to civil servants classified as **Department Head of the 3<sup>rd</sup> Group** of the Monaco Civil Services”. Based on the above, the salary scale **A5**, inspired of those used for senior A category employees of the Monegasque Civil Services, is set for the Executive Secretary position.

Salary scales are based on steps. The career plan shall begin at Step 1 of the salary scale. The normal step increase is each three years. On an exceptional basis, the elapsed period among two steps could be reduced to two or one year, on the basis of demonstrated outstanding performance and upon proposal by the Bureau.

The Executive Secretary is appointed for a maximum of 9 years. Therefore, and considering that Step 3 corresponds to the ceiling amount set as per the provisions of the Headquarters Agreement, then the normal career progression for the Executive Secretary position, will be as follows:

SALARY SCALE	STEPS	STEP INCREASE (years)	ANNUAL GROSS SALARY (€)	ANNUAL SALARY MASS (€) <i>(Supported under HQ)</i>
A5	1	+3	81 709	<b>120 823</b>
A5	2	+3	84 185	<b>124 503</b>
A5	3	+3	86 661	<b>128 156</b>

*These are indicative values, as at 1<sup>st</sup> January 2019, and may change according to what is provided in the ACCOBAMS Headquarters Agreement*

**ANNEX 3 -SELECTION CRITERIA FOR THE APPOINTMENT OF THE EXECUTIVE SECRETARY**

In the selection of the Executive Secretary, the Recruitment Committee shall be guided by, but not necessarily limited to, the following criteria:

**ESSENTIAL CRITERIA**

1. Diploma equivalent or superior to Master 2;
2. Fluency in English and French;
3. A minimum of 7 years of professional skills in several of the fields related to the job description;
4. Familiarity with biodiversity conservation issues;
5. Demonstration of an appropriate level of leadership and experience in managing staff and financial resources and in organising high-level meetings;
6. Experience or detailed knowledge of the operations of environmental Intergovernmental Organisations;
7. Excellent interpersonal, representation and promotional skills, especially within a multicultural/multilingual environment.

**DESIRABLE CRITERIA**

8. National of an ACCOBAMS Party;
9. Familiarity with marine biodiversity conservation;
10. Knowledge of a third official language of the Agreement;
11. Publications and reports related to the position profile;
12. Participation with active role, to meetings or conferences within intergovernmental bodies.