



Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic area,  
concluded under the auspices of the Convention on the Conservation of Migratory Species of Wild Animals (CMS)

Accord sur la Conservation des Cétacés de la Mer Noire, de la Méditerranée et de la zone Atlantique adjacente, conclu  
sous l'égide de la Convention sur la Conservation des Espèces Migratrices appartenant à la Faune Sauvage (CMS)



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## Seventh Meeting of the Parties to ACCOBAMS

Istanbul, Republic of Turkey, 5 - 8 November 2019

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English

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# DRAFT RESOLUTION 7.3

## RECRUITMENT PROCEDURE FOR THE EXECUTIVE SECRETARY

*Delegates are kindly invited to bring their own documents to the Meeting.  
This document will be available only in electronic format during the Meeting.*

**DRAFT 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, and the selection criteria as in Annex 2, of the present Resolution;
2. *Charges* the Executive Secretary for its implementation in consultation with the President of the Bureau and the Host Country;
3. *Entrusts* the Bureau to make any amendment to Annex 2 that it deems appropriate.

**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. Furthermore, the Bureau ensures that the funds required for this procedure are available from the ACCOBAMS Trust Fund. 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 by Resolution 5.7 and amended by Resolution 6.4;
3. Upon request by the President of the Bureau, the Permanent Secretariat publishes in the ACCOBAMS website, a vacancy notice in English and French, including deadline for application, based on the selection criteria presented in Annex 2 and notifies all National Focal Points, all ACCOBAMS Partners and the relevant Conventions as well (CMS, CBD, Barcelona Convention, IWC, etc.) for publication in their institutional web site and in the media considered appropriate;
4. After the deadline set in the vacancy notice, all *curriculum 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 2 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****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 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.