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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

Twenty Fifth SPREP Meeting of Officials

Majuro, Marshall Islands
 30 September – 2 October 2014

Agenda Item 8.3: Process for the recruitment of the Director General

Purpose

1. To seek final comments and endorsement from the 2014 SPREP Meeting on: (i) the next Director General's Job Description; and (ii) the process for the recruitment of the next Director General (DG)

Background

2. The following process was approved at the 24th SPREP Meeting in Apia, September 2013. For ease of reference, the STATUS column notes an update for each activity, since the 2013 SM, where relevant.

NO.	DATE	ACTIVITY	STATUS
1	September 2013 - 24 SM	1. SM endorses this proposed process for the Recruitment & Selection of the DG 2. Provides comments on the DG's Job Description (JD) 3. Endorse updates to the Rules of Procedure for Appointment of Director	1. Completed Sept 2013 2. 24th SPREP Meeting agreed to provide comments and advice and that the JD would be finalised as part of the SPREP corporate review process 3. Completed Sept 2013
2	September 2014 - 25 SM	1. SM endorses final Job Description for the DG post 2. SM endorses the Selection Advisory Committee (SAC) for the DG's recruitment 3. Make changes, where necessary, to the Rules of Procedure for Appointment of Director	1. A draft has been submitted by the Independent Review Team (Att. 1) to be finalised at the 25th SPREP Meeting 2. To be discussed and approved at the 25th SM 3. To be discussed and approved at the 25th SM
3	January 2015	1. The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director	1. To be actioned
4	March - May 2015	1. Selection process by the SAC <ul style="list-style-type: none"> ○ Prescreening ○ Shortlist ○ Interviews ○ Discussions ○ Report 	1. To be actioned
5	June - July 2015	1. The SAC report is finalised and circulated to SPREP members	1. To be actioned
6	September 2015 - 26 SM	1. SM considers the SAC's report and decide on the appointment of a new DG	1. To be actioned

Table 1: Approved Process for Recruitment of Director General

JOB DESCRIPTION

4. The Job Description for the DG post which is attached as Attachment 1 shows changes proposed by Independent Corporate Review Team. The initial JD was last revised at the 22 SM in 2011.

5. This JD is submitted for final consideration and approval of the SPREP Meeting.

SELECTION ADVISORY COMMITTEE

6. In line with the Rules of Procedure (RoP) for the Appointment of the Director General, Attachment 2, the SPREP Meeting is required to appoint a Selection Advisory Committee (SAC) to carry out the recruitment and selection process for the DG position. The SAC comprises the current Chair of the SPREP Meeting, who will also chair the SAC, and at least two other members of the SPREP Meeting.

7. Under the RoP, the minimum for SAC participation is set at three members with the maximum number opened to discussions and agreement of Members. For cost effectiveness and practical reasons, the SPREP Meeting in the past has based composition of SAC on Members located in Apia and supplemented with any additional members required for sub-regional and French-speaking representation.

Recommendations

8. The Meeting is invited to:

- **consider** and **approve** the proposed Job Description of the Director General post as attached in Attachment 1
- **consider** and **decide** on the Selection Advisory Committee for the recruitment and selection process of the DG post
- **note** and **reconfirm** the process as follows and as outlined in Attachment 2:

1	January 2015	The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director General	To be actioned
2	March - May 2015	Selection process by the SAC <ul style="list-style-type: none"> ○ Pre-screening ○ Shortlist ○ Interviews ○ Discussions ○ Report 	To be actioned
3	June - July 2015	The SAC report is finalised and circulated to SPREP members	To be actioned
4	September 2015 - 26 SM	SM considers the SAC's report and decide on the appointment of a new DG	To be actioned