CIRCULAR

FILE: HR 5/1/2/1   **TO:**   SPREP National Focal Points

DATE: 9 July 2020

CIRCULAR: 20/59

SUBJECT: PROCESS FOR THE RECRUITMENT OF THE DIRECTOR GENERAL FOR 2021 – SEEKING COMMENTS AND SUGGESTIONS ON THE JOB DESCRIPTION

Dear SPREP Members,

As agreed to at the 29 SPREP Meeting in Apia last year, the Secretariat would kickstart the preparation process for the recruitment of the Director General (DG) position in the last half of 2020 through direct communication with all members regarding the process and requirements in line with the Rules of Procedure for the Appointment of the Director General, so that a report with a recommendation is ready to be considered by the SPREP Meeting in 2021.

In line with this decision, the Secretariat is now inviting Member comments and suggestions for the Job Description of the Director General post, so that a final copy can be presented to the Executive Board in September 2020 for endorsement in preparation for the recruitment process. Members are requested to focus on Pages 4 – 11, the rest of the document including background information, organisation structure and remuneration package will be updated by the Secretariat for presentation to the Executive Board.

For ease of reference, the Recruitment Procedures for the SPREP DG post is attached as Annex 1. The existing Job Description of the DG role, which was approved by the SPREP Meeting in September 2014 and in line with Rule 7 of the Recruitment Procedures is attached as Annex 2.

Further information on the next steps in the recruitment process including a timeframe for the process will be circulated in early January 2021, as agreed to at the last SPREP Meeting.

I would be grateful if you can send in any comments or suggestions you may have to the Secretariat's Director, HR, Ms Simeamativa Vaai on email simeamativav@sprep.org by close of business on **Friday, 31st July 2020**.

For further information, contact Ms Vaai either on same email or through telephones +685 66236 or +685 7708228.

Kosi Latu
Director General