

Council

CNL(12)18

Proposed Procedure for Recruitment of NASCO Secretary

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The following procedure, developed by the President and Secretary, and modified based on discussions at the 2011 annual meeting, is suggested for the recruitment of a new NASCO Secretary and is similar to the procedures used recently by NEAFC and NAFO.

Step 1 Agree announcement

The first step is to agree the notice announcing the vacancy. A draft is attached as Annex 1. The announcement should be agreed at the NASCO Annual Meeting in June 2012.

Step 2 Circulate announcement

Each Party and jurisdiction will then be invited to circulate the agreed announcement as they see fit. This could include advertising in the national media or circulating within government departments, universities and other organizations. If the Council so decides, the Secretary could also circulate the announcement to other international fisheries organizations. Existing NASCO Secretariat members may also apply. Applications are not limited in number by Party. All applications should be sent direct to NASCO by the closing date of 1 February 2013.

Step 3 Distribution to the Parties

All applications will be sent to Heads of Delegations by 1 March 2013.

Step 4 Ranking applicants to be considered for interview

The Heads of Delegations should provide to the President a ranking in order of preference of their five preferred candidates to be considered for interview. These rankings should not be based on nationality and Heads of Delegations shall make every effort to ensure that their ranking is not nationality based. The rankings should be based only on suitability for the post and should be received by the President by 1 April 2013.

Step 5 List of Interviewees

The President will use the responses from the Heads of Delegations to produce a list of not more than five candidates to be invited for interview. This list will be communicated to Heads of Delegations. Reasonable travel and subsistence costs incurred by the interviewees in attending the interview should be met by NASCO.

Step 6 Interview Panel

An interview panel consisting of all Heads of Delegation and the President will meet immediately prior to the 2013 Annual Meeting of NASCO at the NASCO Headquarters or wherever the 2013 Annual Meeting is being held.

Step 7 Recommendation to Council

The interview panel shall seek a consensus on the placement of the candidates in order of preference to be offered the post of Secretary of NASCO, if necessary through a confidential voting procedure.

Step 8 Announcement of appointment

The appointment will be announced by the President immediately following the decision of the interview panel to the participating candidates, publically and to all Parties to NASCO. The new Secretary will take up the post on or after 1 January 2014, when the interim Secretary appointment expires.

Position of Secretary of the North Atlantic Salmon Conservation Organization

The North Atlantic Salmon Conservation Organization (NASCO) invites applications for the position of Secretary. The appointment will initially be for a period of three years, renewable by mutual agreement of the Council of NASCO and the Secretary.

The duties

The objective of NASCO is “to promote the conservation, restoration, enhancement and rational management of salmon stocks in the North Atlantic Ocean through international cooperation”.

The Secretary is responsible for promoting and coordinating the work of the Organization, including its International Atlantic Salmon Research Board, as agreed by the Parties to the Convention. The tasks include:

- Supervising and coordinating all the Secretariat’s activities; managing and administering the annual budget of the Organization; and managing the staff of the Secretariat;
- Managing communications with NASCO’s Parties regarding all official correspondence and formal matters;
- Managing relations with NASCO’s accredited NGOs, the public, the media and the research community;
- Managing NASCO’s meetings, preparing draft/provisional agendas, relevant working papers, reports and other documents, providing organisational arrangements and managing the Organization’s websites;
- Liaison with FAO, ICES and other relevant international organizations and bodies and representing NASCO at meetings of other international organizations as required; and
- Performing such other functions conferred to the Secretary pursuant to the Convention and documents outlining the Organization’s rules of procedure or as may be assigned to him/her by the Council or subsidiary bodies.

Members of the Secretariat have certain diplomatic immunities in line with their duties at NASCO as an International Organization and pursuant to the Headquarters Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland presented to Parliament by the Secretary of State for Foreign and Commonwealth Affairs, March 1986.

Principal qualifications required

At a minimum, the successful applicant will have:

- excellent team management, organizational, administrative, financial and communication (written and oral) skills;
- the ability to work with all Parties equally and diplomatically and to deal appropriately and effectively with a range of international issues;
- experience in the management of administrative and technical staff;
- an educational standard equivalent to an accredited university degree;
- a thorough knowledge of English and the ability to draft quickly and concisely in English; some knowledge of French might be an advantage;
- Experience or knowledge relating to fisheries management, fisheries science, or related fields preferred;
- Understanding of the operations of regional fishery management organizations preferred; and
- A willingness and ability to travel internationally.

Applicants must be citizens/nationals of a Party or jurisdiction of NASCO.

Remuneration

Recruitment will be at the A4.4 Grade of the Coordinated Organizations Incremental Scale of Salaries. The Organization offers a relocation allowance up to certain limits and other benefits including a 15.8% of salary contribution to a Staff Fund established for each Secretariat member.

Appointment procedures

Shortlisted applicants will be interviewed immediately before, NASCO's June 2013 Annual Meeting, which will be held 4-7 June 2013. The successful candidate will assume the position of Secretary on or after 1 January 2014.

Applications

For more information about NASCO, please contact the President, Mary Colligan, or consult the NASCO website at www.nasco.int.

Applications should be in English, marked "Personal and Confidential". Applications must be received at NASCO no later than 1 February 2013 at the following address:

NASCO
11 Rutland Square
Edinburgh EH1 2AS

Electronic applications are encouraged and should be e-mailed to Mary.A.Colligan@noaa.gov. All applications will be acknowledged.

Applications should include the following:

- Curriculum Vitae (not more than 2 sides of A4);
- A brief statement of why the candidate considers themselves to be suitable for the post;
- Copies of academic and other relevant professional certificates;
- Two references from persons with a recent knowledge of the applicant's character, qualifications and experience; and
- List of publications, if relevant.

All respondents will be considered and a shortlist will be established. Shortlisted candidates will be contacted no later than early May to arrange an interview. NASCO will compensate the reasonable travel and subsistence costs associated with travel to the interview location.