



42nd ANNUAL MEETING – SEPTEMBER 2020

Review of the Recruitment Process for the NAFO Executive Secretary

The second and final term of the current Executive Secretary's (ES) contract concludes at the end of 2021. A recruitment process for the next ES will be launched in 2021 with an appointment for the 2022-2025 term. It is anticipated that the Commission will request STACFAD to develop the recruitment process.

Based on the procedures used during the 2013 ES recruitment process, the NAFO Secretariat has prepared the following documents for STACFAD's consideration:

1. ES 2021 Draft Recruitment Procedures and Timetable
2. ES 2021 Draft Vacancy Announcement

Annex 1.**Draft Procedure, timetable, and selection criteria for the recruitment of a new NAFO Executive Secretary for the 2022-2025 term****Budget**

	2021 Budget Estimate	2022 Budget Estimate
Recruitment costs of incoming ES		
1. Travel and per diem for shortlisted applicants	14,000	
2. Airfares for relocation of incoming ES and family	6,000	
3. Subsistence allowance		\$9,000
4. Relocation costs		22,000
5. Installation allowance		34,000
Relocation costs of outgoing ES		
6. Airfares for relocation of outgoing ES and family	3,000	
7. Relocation costs		20,000
Total recruitment and relocation costs	\$23,000	\$85,000

Advertisement

- Contracting Parties shall agree on the text of a Vacancy Announcement for the post of Executive Secretary. The Vacancy Announcement shall be placed on a recruitment page on the NAFO website together with relevant supplementary information.
- The Executive Secretary shall circulate the announcement via email to all NAFO Contracting Parties, NAFO's emailing list and to all relevant organizations. Contracting Parties may place the announcement in national publications and websites they consider appropriate.

Availability of applications

Each application shall be posted on a password protected section of the NAFO website to be assessed by the Heads of Delegation of the Commission. Passwords will only be provided to the Chair of the Commission, the Heads of Delegations and the Chair of STACFAD.

Ranking of Applicants

Each Head of Delegation shall notify the NAFO Secretariat its 10 preferred candidates in order of preference out of all the applications received. Each preference list is to be considered confidential and is not to be disclosed. Upon receipt of all preference lists, the Chair of STACFAD shall, together with the current Executive Secretary, aggregate individual applicants' rankings, applying the awarding of 10 points for the first preference, 9 points for the second preference, etc.

Short list

The candidates with the four highest aggregate scores will be shortlisted for interview. Should the application of one such candidate be withdrawn, the next ranking candidate shall then be shortlisted.

Interview process

The shortlisted candidates will be notified to the Heads of Delegation of all Contracting Parties by the Executive Secretary and will be invited to the Annual Meeting for interviews. Some degree of standardization should be built into the interview process to ensure fairness. The interviews and the selection of the new Executive Secretary shall take place during meetings of the Heads of Delegation of the Commission. Ample time should be allocated for the interview and decision process, and it should be performed as early as possible during the week of the Annual Meeting, as free time later in the week is non-existent.

(Note: In 2013, interviews were conducted on Sunday evening with the election taking place on Monday or Tuesday. This allowed additional time for consultation amongst CPs.)

Travel (economy class), hotel accommodation and per diem expenses of candidates invited for the interviews shall be reimbursed by NAFO unless the candidate is already part of a Contracting Party delegation. Contracting Parties are strongly urged to assume these costs.

Recruitment timetable

Advertisement of the position by NAFO	January or February 2021
Deadline for the receipt of applications	15 May 2021
Applications to be posted on a password protected page of the NAFO homepage	Within 7 working days from 15 May 2021
Submission of 10 preferred candidates, in order of preference, by Heads of Delegation	Before 30 June 2021
STACFAD Chair and ES to aggregate individual applicants' rankings	Between 1-14 July 2021
Notification of shortlist by Executive Secretary to Heads of Delegation	By 15 July 2021
Notification and communication by Executive Secretary with shortlisted candidates	Between 16 July 2021 and Annual Meeting
Interviews and selection	2021 Annual Meeting



Northwest Atlantic Fisheries Organization

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Annex 2.

Draft Vacancy Announcement for the position of Executive Secretary in the Northwest Atlantic Fisheries Organization (NAFO)

The Northwest Atlantic Fisheries Organization (NAFO) invites applications for the position of Executive Secretary. The appointment will be for a term of four years with the possibility of an additional four-year appointment.

NAFO is an international organization with Headquarters in Halifax, Nova Scotia, Canada. It is responsible for giving effect to the objectives and principles of the Convention on Co-operation in the Northwest Atlantic Fisheries (NAFO Convention), the main of which is *“to ensure the long term conservation and sustainable use of the fishery resources in the Convention Area and, in so doing, to safeguard the marine ecosystems in which these resources are found”*.

Summary description of the position

The Executive Secretary is NAFO's chief administrative officer and must be impartial and objective in promoting and coordinating the interests of all Contracting Parties. The Executive Secretary is appointed by and subject to the general supervision of the Commission and is responsible for the effective running of NAFO's Secretariat and administration of NAFO's appropriations and budget (currently at the level of CDN \$2.4 million). The salary classification for this position is equivalent to the Government of Canada Chief Executive Officers of Crown Corporations, Group 3. The Executive Secretary's functions include in particular the following:

- Supervise and coordinate all the Secretariat's activities; manage and administer the annual budget of the Secretariat; appoint and supervise the staff of the Secretariat;
- Manage communications with NAFO members regarding all official correspondence, voting procedures and assessments;
- Manage relations with the public;
- Manage NAFO meetings by way of preparing draft/provisional agendas and relevant working papers and documents; acting as official rapporteur at meetings as required, providing organizational arrangements and reviewing, correcting and disseminating all NAFO documents and reports of the Organization's constituent bodies; receive the credentials of the representatives and of observers at annual and special meetings;
- Fulfill duties regarding the NAFO Conservation and Enforcement Measures (CEM) including publication of the CEM, monitoring fishing activities of Contracting Party vessels in the Regulatory Area, presenting charter and quota arrangements between Contracting Parties and reviewing and reporting on fishery statistics and relevant information to Contracting Parties;
- Manage NAFO Publications by way of preparing Annual Meeting Proceedings, Annual Report and other publications and/or periodicals as requested;
- Liaise with governments and international organizations, manage official correspondence and preparation of relevant papers, receive international visitors to the NAFO Headquarters and represent NAFO at meetings of other international organizations, as required;

- Perform such other functions as may be assigned to him/her by the Commission, its Chairperson, or the Chairperson of any NAFO body.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled as a consequence of the NAFO Convention and pursuant to the Northwest Atlantic Fisheries Organization Privileges and Immunities Order (Order-in-Council P.C. 1980-132, 11 January 1980), or under any agreement signed between the Organization and the Contracting Party concerned.

The NAFO Staff Rules set the conditions and principles of employment and the responsibilities of the NAFO Secretariat Staff.

Selection Criteria

- Experience and detailed knowledge of the operations and activities of international, regional and/or intergovernmental organizations, preferably in the fisheries governance.
- Demonstration of a high level of proven competence in areas such as:
 - Management experience of administrative and technical staff;
 - Preparation of reports, financial budgets and management of expenditures;
 - Organization and the provision of secretariat support for international meetings;
 - Oversight and management of computer services and information technology;
 - Public Relations.
- Familiarity with Atlantic fisheries management affairs.
- Very good spoken and written command of the English language: other language skills would be an asset.
- University degree or similar qualification.

Applicants must be citizens of a Contracting Party of NAFO.

Other information

NAFO offers a competitive salary and benefits package. For additional information please address your inquiries to Mr. Fred Kingston, Executive Secretary; Email: fkingsston@nafo.int; Phone: +1 902 468 5590; Fax: +1 902 468 5538.

NAFO is committed to promoting diversity and ensuring employment equity within the Secretariat.

Please consult the NAFO website at www.nafo.int for further information on NAFO.

Availability

It is expected that the short-listed candidates will be interviewed at the 43rd Annual Meeting of NAFO to be held in Halifax, Nova Scotia, Canada during 20-24 September 2021.

The candidate chosen would be expected to assume the position on 1 January 2022.

Applications shall be in English, the official language of the Organization, and should include the following:

- Cover Letter;
- Curriculum Vitae;
- List of publications, if available;
- Copies of academic and other relevant professional certificates (please provide English translation if applicable); and
- Three references from persons with a recent knowledge of the applicant's character, qualifications and experience.

The short-listed candidates will be required to submit a certificate of health.

Location: Northwest Atlantic Fisheries Organization
1601 Lower Water Street, Suite 401, Halifax, Nova Scotia, B3J 3P6, CANADA
Phone: +1 902 468 5590 Fax: +1 902 468 5538 Web: www.nafo.int

Please send your application to:

Mr. Fred Kingston, Executive Secretary
Email: recruit@nafo.int

We thank all respondents; however, only candidates under consideration will be contacted.

Deadline for Application: 15 May 2021