

VACANCY ANNOUNCEMENT

COMMISSION FOR THE SOUTH PACIFIC REGIONAL FISHERIES MANAGEMENT ORGANISATION

VACANCY: EXECUTIVE SECRETARY

The Commission for the South Pacific Regional Fisheries Management Organisation (SPRFMO) invites applications for the position of Executive Secretary.

SPRFMO is an international organisation responsible for the conservation and management of non-highly migratory fishery resources in the Convention Area. The Secretariat of the Commission for the SPRFMO is headquartered in Wellington, New Zealand. The Executive Secretary is responsible for the management and supervision of the Secretariat and the provision of advice to the Commission.

The Executive Secretary is required to carry out, *inter alia*, the duties provided in Article 14 of the Convention, the Commission's foundation instruments¹, and any other such duties as may be directed by the Commission. In making an appointment to the position of the Executive Secretary, the SPRFMO Commission will be guided by the following selection criteria:

1. Demonstrated management knowledge and skills through relevant experience in national, regional or international organisations;
2. Knowledge or experience of fisheries management;
3. Knowledge or experience of the functions and operations of intergovernmental organisations at the regional or international level;
4. Knowledge or experience of such areas as: preparation of reports, financial budgets and management of expenditures; provision of secretariat support for international meetings; oversight and management of information technology; human resource management.
5. Demonstrated ability to communicate and work constructively and effectively in a multicultural environment with delegates from a wide range of countries, including managers, scientists and technical experts;
6. Fluent in English (the knowledge of other languages of SPRFMO Members would be an asset);
7. University degree or the equivalent, with a preference given to an advanced degree (Master or PhD) or equivalent.

The appointment of the Executive Secretary is for a term of four years. At the discretion of the Contracting Parties of SPRFMO, the Executive Secretary may be re-appointed for a further four years.

¹ Including the Commission's Rules of Procedure, Financial Regulations and Staff Regulations



The SPRFMO Commission has adopted the salary scales applying to officials of the United Nations Secretariat. The starting salary for the SPRFMO Executive Secretary will correspond to the rate applying to a P5, Step 1 official in the United Nations Secretariat unless otherwise decided by the Commission on the basis of relative qualifications, skills and experience. Salaries shall be paid in New Zealand dollars.

Applications must be submitted in English and in an electronic format. They must be addressed to the Chairperson (riley1126@korea.kr) and copied to the Secretariat (secretariat@sprfmo.int). They must be received no later than 1 September 2024 at 17:00 New Zealand Standard Time (UTC/GMT +12:00). Applications received after this deadline will not be considered.

Applications must include the following:

- A cover letter to the Chairperson of the Commission for the SPRFMO containing a statement of the applicant's interest in the position and a succinct description of the applicant's relevant experience and abilities.
- Curriculum Vitae.
- Certificate issued by a competent medical doctor indicating that the applicant is in good health condition.
- In addition, the application should include Letters of reference from up to three persons with a recent knowledge of the applicant's character, qualifications and experience.

Candidates are encouraged to familiarise themselves with the key documents in force within the Commission, including [the Convention](#) and its [Rules of Procedure](#), [Staff Regulations](#) and [Financial Regulations](#).

SPRFMO will follow the Recruitment Procedure described in [Decision 05-2024](#). Relevant dates for this advertisement are included in Annex I to Decision 05-2024.

The short-listed candidates will be notified by 15 November 2024 and invited to a virtual interview with the representatives of the Contracting Parties to the SPRFMO Convention. The top two candidates will be invited to attend the next Meeting of the SPRFMO Commission in Chile for an interview with the representatives of the Contracting Parties to the SPRFMO Convention. The expenses to attend this meeting will be covered by SPRFMO. The interviews will be held one day between 11 to 21 February 2025. Further details will be given in December 2024.

For further information, applicants should write to the address above or consult the SPRFMO website www.sprfmo.int.