



North Pacific Fisheries Commission

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NPFC STAFF SELECTION PROCESS

Introduction

NPFC Convention Article 5.9 and Staff Regulations 6, and Rules of Procedure 2.6, address the recruitment and appointment of Executive Secretary and staff, but do not specify the terms of staff and detailed process for selection of staff members. In the case of the Executive Secretary, his or her term of office shall be for four years, and he or she may be eligible for re-appointment, but shall not serve for more than eight (8) years unless otherwise decided by the Commission. There are no such rules available to other staff members hired by the Executive Secretary in accordance with Rule 6.2 and 6.4 of the Rules of Procedure of the Commission, except that the Executive Secretary shall appoint, direct, and supervise staff. It is the current practice that when staff members were hired, the Executive Secretary has made a contract with each Professional Staff for a four-year term, with the possibility of another four-year appointment depending on annual performance during the term of the staff. A similar principle was applied to General Staff who were appointed for a period of four (4) years initially, and the contract may be renewable for further periods based on the needs of NPFC, its funding situation and work performance during the term.

As the first term of the current four incumbents including the Executive Secretary ends during September 2019 - March 2020, it is suggested that the Commission provide transparent and clear guidelines for the Executive Secretary to ensure he/she is prepared for possible future selection of new staff Members.

The recent Salary Consultancy (NPFC-2018-FAC02-WP03) has also pointed out the lack of guidance on the term(s) of staff so recommended that the Commission give further consideration to the tenure of its staff, with a range of options practiced within other RFMOs. Therefore, the Secretariat suggests the following selection process of the NPFC Secretariat staff, including the term(s) of the staff appointed for Members' consideration.

Process for Hiring Staff Members

1) Executive Secretary

The Executive Secretary shall be hired by the Commission according to such procedures and on such terms and conditions to be decided by the Commission (Article 5.9 of the Convention,

paragraph 6.1 Staff Regulations and paragraph 6.1 of the Rules of Procedure). The selection, interview and appointment process for the Commission's Executive Secretary is as follows.

Position documentation and advertisement.

Prior to advertising the vacancy, the Secretariat, in consultation with the Chair of the Commission, will prepare a draft position description for the post of Executive Secretary and a draft advertisement. These will be provided to the Members of the Commission for approval. The Secretariat will post the approved advertisement and position description on the NPFC website and in national and international publications and websites not less than one hundred and eighty (180) days before the coming Commission meeting. The recruitment page on the NPFC website will include relevant information regarding the vacancy and the application process. The deadline for applications to be received by the Secretariat shall be no less than 60 days after the advertisement has been placed on the website.

Submission of applications

Applications, as well as referee comments, must be submitted in the English language by eligible persons to the Chair through the Secretariat in electronic format.

Availability of applications

The Secretariat will circulate the applications received to all Members of the Commission.

Ranking of applicants

Each Member will provide to the Secretariat a list of their top five preferred applicants, in rank order, within 30 days of the distribution of the applications by the Secretariat. The Secretariat will prepare a composite list of the candidates based on the lists provided by the Members. In doing so, the Secretariat will aggregate individual applicants' rankings, awarding 5 points for a first preference, 4 points for second preference, etc.

Shortlist

The candidates with the five highest aggregate scores will be shortlisted for selection. Should the application of any candidate be withdrawn, the next ranking candidate will be substituted.

Interview process

The top five candidates will be invited to attend the Commission meeting for interviews. They will be interviewed by the Members during the Heads of Delegation meeting in the margins of the Commission meeting. Members will agree in advance on a set of questions that will be presented to each candidate. Following the interviews, each Member will once again be consulted as to its preferred candidates. If no candidate is the preferred candidate of a majority of the Members, the

candidate with the lowest level of support will be dropped from the list and the voting process repeated until one candidate receives majority support. Upon identification of the preferred candidate in accordance with above process, the Commission shall appoint the Executive Secretary with the approval of the Contracting parties.

Appointment Process of the Executive Secretary

The chosen candidate will be notified at the conclusion of the Commission's meeting. Contract negotiations are to be conducted by the Commission's Chair. If possible, the chosen candidate will report to the Secretariat Office two full weeks before the departure of the incumbent Executive Secretary in order to allow for a transition.

Acting Executive Secretary

If the position of Executive Secretary shall become vacant during the intersessional period or if the Executive Secretary is unable to act, his/her powers and duties shall be assumed by one of the professional staff members designated by the Chair of the Commission until such time as a successor is appointed or the Executive Secretary is able to act. If appointed for longer than four weeks, the Acting Executive Secretary shall be compensated at the lowest increment of the salary scale for an Executive Secretary if the lowest increment is higher than the Acting Executive Secretary current salary.

2) Staff Members

The power of appointment of staff members rests with the Executive Secretary (Staff Regulations 6.2) and shall ensure that these processes are transparent, equitable and based on merit. Prior to advertising the vacancy, the Secretariat, in consultation with the Chair of the Commission, will prepare a draft position description for the post of the staff member and a draft advertisement. A selection panel, which may involve appropriately qualified and knowledgeable personnel external to the Secretariat, will be appointed by the Executive Secretary, who shall serve as Chair of the Selection Board, to advise on staff selection. Suitability for recruitment will be assessed in a transparent manner that takes account of (i) the international character of the Commission, (ii) the requirements of the position as described in its Duty Statement, (iii) the qualifications, experience, qualities and capabilities of applicants, (iv) testimonials from the applicant's referees, and (v) other sources of information regarding the applicant's suitability.

Appointment term(s)

Professional and General Service staff are appointed for an initial four-year term. Subject to satisfactory performance, and to the needs of the Commission, staff may be re-appointed. Otherwise, the post will be readvertised and the incumbent is eligible to apply.

General Service staff are initially appointed for a four-year term. Subject to satisfactory performance, and to the needs of the Commission, General Service staff may be re-appointed on an ongoing/permanent basis.

The Executive Secretary may appoint short-term temporary personnel for a specific task following the UN guidelines for such appointments, which is normally six months maximum, and not more than 24 months in total, over a 36 month period, with appropriate breaks, or a maximum of 11 months per year with an appropriate break before any re-hiring to ensure that the short term staff cannot be legally considered as a full time employee nor receive such benefits.

Start Salary level

In accordance with Staff Regulation 6.4, the Executive Secretary shall negotiate with the staff selected for the starting salary level, based on qualifications and experience unless the Commission decides otherwise.

Probation Period

Staff members selected shall all be subject to a six-month probationary appointment. Upon satisfactory completion of the probationary period, the Executive Secretary shall confirm their appointment and the terms thereof. During that period, either party may terminate the appointment upon one month's written notice.

If the Executive Secretary does not confirm the appointment after the probation period due to poor performance of the selected candidate, staff selection process shall be repeated. The Executive Secretary may seek for consultancy or secondment during this period to ensure effective work of the Secretariat.

Consultants or short-term employees may be dismissed at any time for cause with final compensation subject to the decision of the Executive Secretary in considering the situation for termination of the consultancy.