



## SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

### Twenty-Second SPREP Meeting

Apia, Samoa  
13 – 15 September 2011



#### Agenda Item : 9.7

#### Staff Appointments Beyond 6 Years

##### Purpose of paper

1. To report to the SPREP Meeting the reappointment of the following staff for further 3-year terms:
  - 1.1 Mr Stuart Chape – reappointed to the position of Programme Manager, Island Ecosystems after serving 6 years in the same post
  - 1.2 Ms Alofa Tuuau – reappointed to the position of Finance Manager after serving 9 years in the same post.

##### Background

2. Staff Regulation 13 (g) on Appointment Procedures state that:
  - (g) When an aggregate period of six years has been served by professional staff it shall be mandatory for that position to be re-advertised. The incumbent is eligible to apply and should the Director decide to reappoint the incumbent on merit he/she may do so provided a report is made to the next SPREP Meeting.”
3. Mr Stuart Chape’s second successive 3-year contract expired in August 2011. In accordance with the provisions of the Staff Regulations, the post was advertised widely in the global market 6 months before the expiry of Mr Chape’s existing contract.
  - 3.1 A total of 64 applications were received including Mr Chape, who reapplied for the position.
  - 3.2 A selection panel chaired by the Director was constituted to carry out the selection process. Other members included the Deputy Director and the HR & Administration Manager from the Secretariat and the Chief Executive Officer of the Ministry of Natural Resources & Environment for Samoa. The Samoan Shadow Minister for the Environment replaced the CEO as the independent member for the last phase of the selection process due to work commitments.
  - 3.3 The initial shortlist identified five potential candidates who were interviewed by telephone. Two outstanding candidates were invited for further interviews face-to-face. After a rigorous and comprehensive session of questions and answers including a presentation to the Panel, the Panel members were unanimous in their decision to recommend Mr Chape for a further 3-year term. Mr Chape’s reappointment has been approved for another 3-year term.

4. Staff Instruction 2/2010 on amendment to Six years services and Extensions, issued by the Director on 15<sup>th</sup> October 2010 under Regulation 1(d), further states that:

In line with the practice of other CROP agencies an application, and subsequent applications, may be made by a SPREP staff member under Regulation 13(g), provided that the initial extension and each consecutive extension for the incumbent shall be for 3 years only. Where the incumbent is successful in regaining his or her position, the appointment will be for 3 years and will be advertised after 3 years, and so on, for as long as the incumbent is successfully reappointed on consecutive applications. At each advertisement the incumbent will be eligible to apply and to be reappointed based on a transparent, rigorous and merit based process. Reports on contracts longer than 6 years will be made to the next SPREP Meeting in line with standard practice.

5. The above instruction was developed to clarify the application of the 6-year rule in line with the practices observed by other CROP agencies, and in the absence of any specific and clear reference in the existing Staff Regulations on a maximum number of contracts under the 6-year rule. The Secretariat has also put in place a transparent, rigorous and merit-based selection process to ensure that the best candidate is selected at the end of the day.

6. Ms Alofa Tuuau's third successive 3-year contract expired in July 2011. In accordance with the provisions of the Staff Regulations and Staff Instructions amended in 2010, the post was advertised widely in the global market 6 months before the expiry of Ms Tuuau's existing contract.

- 6.1 A total of 70 applications were received including Ms Tuuau, who reapplied for the position.
- 6.2 A selection panel chaired by the Deputy Director was constituted to carry out the selection process. Other members included the Director and the HR & Administration Manager from the Secretariat and the Controller & Chief Auditor of Samoa.
- 6.3 The initial shortlist identified five potential candidates who were interviewed by telephone. One withdrew before the interviews. Three outstanding candidates were invited for further interviews face-to-face. After a rigorous and comprehensive session of questions and answers including a presentation to the Panel, the Panel members were unanimous in their decision to recommend Ms Tuuau for a further 3-year term. Mr Tuuau's reappointment has been approved for another 3-year term.

## Recommendations

7. The Meeting is invited to:

- **note** the reappointment of Mr Stuart Chape to the position of Programme Manager, Island Ecosystems, for another three year term; and,
- **note** the reappointment of Ms Alofa Tuuau to the position of Finance Manager, for another three year term.

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16 August 2011