

## Process for the Recruitment of the SPREP Director General Status 21 July 2021

NO.	DATE	ACTIVITY	STATUS
1	31 July 2020	Circular 20/59 – Deadline for comments from members on the Job Description for the Director General role	<b>Completed</b> – No comments received
2	September 2020	<ol style="list-style-type: none"> <li>1. Executive Board considers comments received from members in response to Circular 20/59 and endorses the DG's Job Description (JD)</li> <li>2. EB endorses this proposed process for circulation to members for the Recruitment &amp; Selection of the DG</li> <li>3. Secretariat circulates to Members:               <ol style="list-style-type: none"> <li>a) The final Job Description agreed to by the EB;</li> <li>b) The recruitment process agreed to by the EB; and,</li> <li>c) Invitation to Members from the Chair to take part in the Selection Advisory Committee (SAC)</li> </ol> </li> </ol>	<b>Completed</b>
3	20 November 2020	<p>Members to respond to the Chair through the Secretariat to confirm:</p> <ol style="list-style-type: none"> <li>a) Agreement to Final JD of the DG role;</li> <li>b) Agreement to the recruitment process; and,</li> <li>c) Participation in the SAC.</li> </ol>	<b>Completed</b> a) Comments received from one Member b) No Comments c) Four nominations received
4	18 March 2021	<p>Members to respond to the Chair through the Secretariat to confirm:</p> <ol style="list-style-type: none"> <li>a) One nomination each from the Melanesia and Micronesia sub-region; and</li> <li>b) Any further comments on this final version of the JD</li> </ol>	<b>Completed</b> a) No further nomination – unless Chair requests follow up before SAC convenes b) Member response incorporated
4	23 March – 19 May 2021	The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director	<b>Completed</b>
5	May - July 2021	<p>Selection process by the SAC</p> <ul style="list-style-type: none"> <li>○ Prescreening</li> <li>○ Shortlist</li> <li>○ Interviews</li> <li>○ Discussions</li> <li>○ Report</li> </ul>	<p>Prescreening – <b>Completed</b></p> <p>Shortlist –22 June 2021 – 3pm Samoa time – <b>Completed</b></p> <p>Shortlist Circulated to Members, 23 June – comments due 7<sup>th</sup> July 2021 <b>Completed</b></p> <p><b>In Progress</b></p> <p><b>Virtual Interviews – 3 and 4 August 2021</b></p> <p><b>SAC Report to be completed by 20 August 2021</b></p>
6	August 2021	The SAC report is finalised and circulated to SPREP Members	<b>By 23 August 2021</b>
7	7 – 9 Sept. 2021 – 30 <sup>th</sup> SM	SM considers the SAC's report and decide on the appointment of a new DG	<b>To be actioned</b>