

Process for the Recruitment of the SPREP Director General_endorsed by the Executive Board for circulation to Members

September 2020

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	Completed – No comments received
2	September 2020	<ol style="list-style-type: none"> 1. Executive Board considers comments received from members in response to Circular 20/59 and endorses the DG's Job Description (JD) 2. EB endorses this proposed process for circulation to members for the Recruitment & Selection of the DG 3. Secretariat circulates to Members: <ol style="list-style-type: none"> a) The final Job Description agreed to by the EB; b) The recruitment process agreed to by the EB; and, c) Invitation to Members from the Chair to take part in the Selection Advisory Committee (SAC) 	Completed
3	November 2020	<ol style="list-style-type: none"> 1. Members to respond to the Chair through the Secretariat to confirm: <ol style="list-style-type: none"> a) Agreement to Final JD of the DG role; b) Agreement to the recruitment process; and, c) Participation in the SAC. 	In Progress – SPREP Circular 20/77 Comments due from Members on 20 November 2020
4	January 2021	<ol style="list-style-type: none"> 1. The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director 	1. To be actioned
5	March - May 2021	<ol style="list-style-type: none"> 1. Selection process by the SAC <ul style="list-style-type: none"> ○ Prescreening ○ Shortlist ○ Interviews ○ Discussions ○ Report 	1. To be actioned
6	June - July 2021	<ol style="list-style-type: none"> 1. The SAC report is finalised and circulated to SPREP members 	1. To be actioned
7	September 2021 – 30 th SM	<ol style="list-style-type: none"> 1. SM considers the SAC's report and decide on the appointment of a new DG 	1. To be actioned