

CIRCULAR

FILE: HR 5/1/2/1 **TO:** SPREP National Focal Points
DATE: 11 March 2021
CIRCULAR: 21/17

SUBJECT: PROCESS FOR THE RECRUITMENT OF THE DIRECTOR GENERAL FOR 2021:
1. CONFIRMATION OF THE SELECTION ADVISORY COMMITTEE
2. FINAL JOB DESCRIPTION FOR ADVERTISEMENT
3. UPDATED RECRUITMENT PROCESS

Dear SPREP Members,

Thank you for the responses received in response to Circular 20/77 of 1 October 2020 on the process for the recruitment of the Director General. To ensure that we follow a robust and transparent process in line with the Recruitment Procedures for the Director General process, I wish to advise all Members as follows:

1. CONFIRMATION OF THE SELECTION ADVISORY COMMITTEE:

Rule 3 of the Recruitment Procedures outlines the composition of the Selection Advisory Committee (SAC) as the Chairperson of the SPREP Meeting and at least two other Members of the SPREP Meeting. There are two categories for the composition of the current SAC:

- a) Based on past SPREP Meeting decisions and practices and the governance role the Troika plays, the Troika are included as members of the SAC. The Troika is currently made up of Samoa (past Chair), Solomon Islands (current Chair) and Tokelau (incoming Chair).
- b) In response to the invitation for nominations to participate on the SAC, nominations were received from Australia, France, French Polynesia and Guam.

The following table shows the sub-regional and metropolitan representation of this SAC:

Melanesia	Solomon Is
Micronesia	Guam
Polynesia	French Polynesia, Samoa, Tokelau
Metropolitan	Australia, France

In light of the above, and to ensure there is a balanced representation of Members on the SAC, I would like to invite the Melanesia and Micronesia sub-regions to submit one more



nominations each. This would bring the SAC members to nine. This is also the number of SAC members we had in the last DG recruitment in 2015.

2. FINAL JOB DESCRIPTION FOR ADVERTISEMENT

Attached as Annex 1 is the updated and revised Job Description (JD) that has considered and included some of the suggestions that have been received from Members.

3. UPDATED RECRUITMENT PROCESS

Annex 2 outlines the updated process that will now be strictly followed to ensure that the SAC completes the recruitment process ahead of time in preparation for the SPREP Meeting in September 2021.

I would be grateful if responses to the following are sent to the Secretariat's Director HR, Ms Simeamativa Vaai on email simeamativav@sprep.org by close of business on **Thursday, 18th March 2021:**

1. One nomination each from the Melanesia and Micronesia sub-regions; and
2. Any further comments on this final version of the JD

The next step is to start the advertisement process on Friday, 19th March 2021, so any responses received after the due date will not be considered.

For further information, contact Ms Vaai either on same email or through telephones +685 66236 or +685 7708228.



Dr Melchior Mataki
CHAIRPERSON
SPREP EXECUTIVE BOARD