

SECRETARIAT OF THE PACIFIC COMMUNITY

**FORTIETH MEETING OF THE
COMMITTEE OF REPRESENTATIVES OF GOVERNMENTS AND ADMINISTRATIONS**
(Noumea, New Caledonia, 25–29 October 2010)

AGENDA 12 - APPOINTMENT OF DIRECTOR-GENERAL

(Paper presented by the Secretariat)

Background

1. The contract of the incumbent Director-General, Dr Jimmie Rodgers, expires on 22 January 2012. The position will be advertised under the six-year rule in mid 2011. It is therefore necessary for CRGA 40 to consider the selection process so that a recommendation for a new appointment can be made by CRGA 41 to the 7th Conference of the Pacific Community in Majuro in 2011.

2. The procedures for appointing a Director-General that were established by the 36th South Pacific Conference in Saipan in 1996 stipulate:

“The Director General should be appointed by Conference based on strict criteria for selection. The position should be widely advertised in the region in order to attract a broad range of candidates. After an initial screening, CRGA should rank the candidates and recommend one to Conference for appointment.”

3. The approved selection criteria for the Director-General’s position are as follows:

The candidate

- a. has an appreciation of the key technical and regional issues;
- b. is sensitive to the needs of the organisation and of the region;
- c. has technical experience in areas relating to the purpose of the organisation;
- d. understands the geopolitical aspects of the region;
- e. is a good manager of research, technical and administrative staff;
- f. has excellent leadership qualities;
- g. is a good communicator both within and outside of the organisation;
- h. can work well with donors;
- i. can formulate and articulate a vision for the organisation.

4. In addition it is important to acknowledge that much change has taken place since 1996 and that both the region and SPC have been subject to this change, necessitating some additional essential selection criteria as follows:

The candidate

- a. is conversant with the changes currently occurring in the region that impact on the nature and role of SPC and the services it delivers to members;
- b. is conversant with the new architecture for regional institutions and able to lead SPC while also consolidating its expanded role, purpose and modality of service delivery to members;
- c. is of good character, standing and integrity, and able to command the respect of members and partners;

- d. is able to demonstrate dedicated effort and commitment to the development of Pacific Island countries and territories;
 - e. is conversant with the principles of organisational change, organisational restructuring and change management.
5. SPC's Staff Regulations include the following reference to staff selection:
- “(a) Selection shall be solely on the grounds of merit. Men and women are equally eligible for all posts in the SPC and there shall be no discrimination on grounds of race or religion.
 - (b) In the selection of staff, the most important criteria shall be the technical qualifications and personal integrity of candidates. If more than one candidate for a position satisfactorily meets these criteria, priority shall be given to local inhabitants of the SPC's island member countries and territories. Every effort shall be made to obtain equitable national and local representation.”

The selection process

6. The appointment process for the position of Director-General was approved by CRGA 28 in 1998, when the new procedures were first put to the test. The process involves setting up a Selection Advisory Committee of CRGA to undertake initial screening and shortlisting of applicants. The Committee screens the applications received as described below, interviews selected candidates and presents a shortlist of five, without any ranking, to CRGA for consideration. CRGA then considers the five candidates and recommends one to Conference.
7. To ensure equitable representation, the committee is made up of six members – a representative from the host country where the committee is to convene, and one representative from each of the following groups: donor member countries, Melanesia, Micronesia, Polynesia, and French-speaking members. CRGA 28 left it to the committee to decide on the chairperson.
8. For reasons of cost-effectiveness, in 1998 CRGA agreed that the Selection Advisory Committee should consist of members from countries that are represented in Fiji. The committee composition then included Fiji, New Zealand, Papua New Guinea, Federated States of Micronesia, Tuvalu and France.
9. It is worth noting that SPC now has video-conference facilities that would enable meetings to take place between Noumea headquarters and the SPC Suva Regional Office. It would therefore be possible for committee members to be chosen from countries with representation in either Suva or Noumea.
10. To facilitate the process, the Secretariat, led by the Director-General, will assist the committee in its task, on the understanding that the current incumbent is not eligible for reappointment for a six-year tenure.
11. The position will be widely advertised in magazines and newspapers throughout the region and on SPC's website. A recruitment announcement will be disseminated electronically and also faxed to SPC contact points in member countries and territories to encourage applications from island members. Attached to this paper (Annex 1) is the draft job announcement, including a detailed statement of the duties of the Director-General position.

12. All applications will be submitted to SPC for registration by the Secretariat. Depending on the citizenship of the candidate, the applications will then be forwarded to the particular home government concerned for screening advice against the approved selection criteria. There is no limit on the number of candidates from a particular country or territory that may be nominated by governments and administrations.
13. It was agreed that members of the Selection Advisory Committee with candidates from their own countries or territories should make their views on the candidates known to the committee and should then withdraw from the consideration of that particular candidate during the committee's short-listing process, rather than from the committee itself.

Proposed timetable

14. The selection process begins with the presentation of this paper to CRGA 40. CRGA 40 will select the members of the Selection Advisory Committee based on the criteria outlined in paragraphs 6–9 above. It should be noted that these criteria state the minimum number of members that must constitute the committee. In the selection process for the incumbent DG, the committee had 12 members.
15. The secretariat proposes the following timetable and milestones to guide the selection process.

Time frame	Activity	Responsible party
□ April 2011	<ul style="list-style-type: none"> ➤ Disseminate SPC recruitment notice to official points of contact. ➤ Advertise in regional newspapers and magazines. ➤ Post job announcement on SPC website. 	<ul style="list-style-type: none"> ➤ Director-General (DG) ➤ Director of Corporate Services (DCS)
□ 31 May 2011	<ul style="list-style-type: none"> ➤ Closing date for applications 	
□ June 2011	<ul style="list-style-type: none"> ➤ Send applications from member countries and territories to SPC focal points for screening against approved criteria. ➤ Request that SPC focal points return their assessments to the Secretariat by 30 June 2011. 	<ul style="list-style-type: none"> ➤ DG and DCS
□ July 2011	<ul style="list-style-type: none"> ➤ Selection Advisory Committee convenes, with assistance from the Secretariat as required. ➤ Committee agrees on a shortlist of five applicants (with a reserve shortlist if necessary). ➤ Secretariat seeks references for all shortlisted candidates for the Committee's consideration. 	<ul style="list-style-type: none"> ➤ DG and DCS coordinate. ➤ Chair of SAC
□ August 2011	<ul style="list-style-type: none"> ➤ Selection Advisory Committee interviews shortlisted candidates. ➤ Selection Advisory Committee, following interviews, prepares and disseminates a written report to CRGA. 	<ul style="list-style-type: none"> ➤ DG and DCS coordinate. ➤ Chair of SAC
□ October 2011	<ul style="list-style-type: none"> ➤ CRGA/Conference consider the appointment of a new Director-General for SPC. 	<ul style="list-style-type: none"> ➤ Chair of SAC presents selection report to CRGA

16. At the 2011 CRGA meeting, the chairperson will present the committee's report 'in camera'. CRGA will decide on the ranking of candidates and recommend one to Conference. The Conference will make the final decision on which candidate should be offered the position. In the unlikely event that the selection process does not yield an appointable candidate, CRGA would recommend reopening the selection process.

Recommendation

17. CRGA is invited to endorse the selection process outlined for the position of Director-General of SPC and to appoint the members of the Selection Advisory Committee in accordance with the agreed criteria and conditions.

28 September 2010

Annex 1

TO: Representatives of Governments and Administrations
Routine Distribution **No.:**

FILE: STF 5/3 **DATE:**

SUBJECT: RECRUITMENT OF THE DIRECTOR-GENERAL

1. Applications are invited for the position of Director-General of the Secretariat of the Pacific Community. Those wishing to discuss the opportunity may telephone the Director-General, or in his absence, the Director, Corporate Services (Tel. (687) 26.20.00). The closing date for applications is **31 May 2011**.

Important information about the organisation

2. The Secretariat of the Pacific Community (SPC) is an international organisation that was established by treaty under the Canberra Agreement on 6 February 1947 and enjoys the usual privileges of that status. It is a regional developmental organisation that provides technical and scientific assistance, policy advice, and training and research support to Pacific Island countries and territories across a wide range of sectors.
3. SPC is a member of the Council of the Regional Organisations of the Pacific (CROP). It has 26 member countries and territories including the remaining four founding members, Australia, France, New Zealand and the United States of America. SPC is a bilingual organisation with English and French as its working languages.
4. As a result of the recently completed reform of the Regional Institutional Framework (RIF), which was directed by Pacific leaders, the programmes and functions of two other regional organisations, the South Pacific Board for Education Assessment (SPBEA) and the Pacific Islands Applied Geoscience Commission (SOPAC), have been integrated into SPC's work programmes. This has considerably expanded the scope and complexity of SPC's programme coverage. From January 2011, SPC will have around 600 staff located in its various offices, with more than 200 staff at its headquarters in Noumea and more than 350 at its largest regional office in Suva. The organisation's annual budget is approximately 9 billion XPF (French Pacific francs), or around USD 100 million.
5. SPC focuses on achieving three key development outcomes – sustainable human and social development, sustainable natural resources management and development, and sustainable economic development. These development outcomes constitute three of SPC's four key result areas (KRAs). The fourth KRA focuses on the organisation – an efficient and effective organisation with the required capability and partnerships to provide optimum services to members.
6. All of SPC's technical, social, economic and scientific programmes covering approximately 20 sectors are designed to deliver against the four KRAs and development outcomes. SPC has programmes in agriculture, culture, disaster reduction, education, energy, fisheries, forestry, gender issues, health, human rights, information and communication technology (ICT), infrastructure, land management planning and development, parliamentarian advocacy and support, ocean and island ecosystems and geoscience, statistics and demography, transport, water and sanitation, and youth issues. Much of SPC's work in these sectors focuses on capacity building, capacity supplementation and coordination / trans-boundary interventions – SPC's current core business.

7. SPC's vision for the region is that of a 'secure and prosperous Pacific Community, whose people are educated and healthy and manage their resources in an economically, environmentally and socially sustainable way'. Its vision for the organisation is that of 'a highly professional and dynamic bilingual organisation that is closely attuned to the needs, aspirations and priorities of its members and works in partnership with other national, regional and international organisations and its development partners to serve its island members'. SPC's mission is 'to help Pacific Island people position themselves to respond effectively to the challenges they face and make informed decisions about their future and the future they wish to leave for the generations that follow'.
8. The heart of SPC is its integrated work programme. This powerful combination of diverse disciplines offers a unique approach to the development of the region's human, social, economic and natural resources. The work programme is focused on technical assistance, education and training and research. Work is conducted at international regional, national and sub-national levels.
9. SPC is a decentralised organisation. Its headquarters is in Noumea, New Caledonia. It also has regional offices in Suva, Fiji Islands, and Pohnpei, Federated States of Micronesia, and national offices in Honiara, Solomon Islands, and Port Vila, Vanuatu. In addition SPC has field staff deployed in other island member countries and territories including Cook Islands, French Polynesia, Kiribati, Marshal Islands, Nauru, Papua New Guinea, Palau, Samoa, Tonga and Tuvalu.
10. SPC has gained a reputation for providing real solutions to real problems in the Pacific (SPC Corporate Review, 2005) and strives to maintain professionalism, integrity and pragmatism in delivering its services. Additional information on SPC can be found on its website: www.spc.int.
11. The Director-General is the chief executive of SPC. He/she is fully responsible and accountable for the leadership and management of the organisation within the policy guidelines set by SPC's governing body, the Conference of the Pacific Community.
12. The extensive scope of SPC's programme coverage lies at the heart of this recruitment process. Getting the right person to lead and manage this large technical and scientific development agency is crucial to achieving the key result areas and development outcomes for the region.

Information about the position - tenure, duties and application process

13. The successful candidate for this position is required to sign a two-year contract of employment with the Pacific Community. Two additional terms, each of two years, may be offered to the appointee depending on performance. The current maximum tenure is six years. CRGA and Conference may, however, at their discretion vary this tenure based on performance or exceptional circumstances (e.g. they may decide not to renew a Director-General's contract if an evaluation yields evidence of unsatisfactory performance)¹.
14. The Director-General's duties are outlined in Annex 2. The most important of these is to provide the vision and leadership that SPC requires to achieve its key development outcomes and thus its mission. The Pacific region is going through a period of major change and as part of the response to this change, SPC has been engaged in the reform of regional institutions, which impacts on its work and modality of service provision to members. At the same time, SPC is undertaking its own reforms. In addition to having a technical background and being well-versed in the region's social and political issues, the Director-General needs to have substantive knowledge and experience in organisational reform, organisational change and change management.

¹ Tahiti Nui Declaration – paragraph 15

15. Applicants should submit a written application, addressing the selection criteria and specific advantages listed in the Statement of Duties that follows. Special attention should be given to presenting the applicant's "vision" for the future of the Pacific Community. A detailed curriculum vitae should also be enclosed.
16. The names of three referees, who can address the applicant's capacity relative to the selection criteria, should be provided. Referees' reports, both verbal and written, will be required by the Selection Advisory Committee if the applicant is shortlisted.
17. After interviewing shortlisted applicants, the committee will forward a report to SPC's governing body. The final choice will be made by the Conference of the Pacific Community at its meeting scheduled for October 2011.
18. The successful candidate will be required to take up the appointment in Noumea on a date to be mutually agreed between the appointee and the organisation, but no later than the end of January 2012.
19. I would be grateful if governments and administrations could advertise this post as widely as possible without incurring any cost to SPC.
20. A statement setting out the duties, responsibilities, qualifications, experience and skills required for the position, plus conditions of employment, is attached to this recruitment notice.

Dr Jimmie Rodgers
Director-General

Attach.

Original Text: English

STATEMENT OF DUTIES
DIRECTOR-GENERAL
SECRETARIAT OF THE PACIFIC COMMUNITY

Vision and leadership

1. The most important responsibility of the Director-General is to provide the vision and leadership for the Secretariat of the Pacific Community in pursuing the organisation's goals as set out in its corporate plan. In this context, SPC's work aims to achieve the following three key development outcomes, (i) sustainable human and social development, (ii) sustainable natural resources management and development, and (iii) sustainable economic development. These development outcomes constitute three of SPC's four key result areas (KRAs). The fourth KRA focuses on the organisation – 'an efficient and effective organisation with the required capability and partnerships to provide optimum services to members'.
2. The region has seen much change in recent years. As a result of implementing decisions taken by Pacific leaders on the Regional Institutional Framework (RIF), the scope and complexity of SPC's work has greatly increased. It now covers around 20 sectors and has more than 600 staff. The organisation is decentralised with its headquarters in New Caledonia, regional offices in Fiji and the Federated States of Micronesia, country offices in Solomon Islands and Vanuatu. In addition SPC has field staff deployed in other island member countries and territories including Cook Islands, French Polynesia, Kiribati, Marshal Islands, Nauru, Papua New Guinea, Palau, Samoa, Tonga and Tuvalu. The organisation has been undergoing a two-phase restructure in response to the regional reforms. A period of consolidation, and refinement of the restructure, will be needed in 2012 and 2013.
3. A number of important, specific responsibilities of the Director-General are listed below. This is not a comprehensive list, but should be seen as illustrative of the many essential duties encompassed by the position in meeting organisational objectives. These specific duties are important in their own right and must be given due attention. They do not outweigh the comprehensive importance of the Director-General's key responsibilities, which include leadership and vision, communicating values of equity and integrity, and being fully accountable for all decisions relating to the management of the Secretariat.
4. Thus, the Director-General must provide the vision and leadership to take SPC forward while at the same time managing the restructuring process needed to consolidate the organisation's place and role in regional development. This will require dedication and commitment, and a sound knowledge of organisational change, organisational structural reform and change management.

Role of the Conference and CRGA

5. The Conference of the Pacific Community is the governing body of SPC. It is charged with establishing the policies of the organisation, either on its own or in response to recommendations submitted by the Secretariat through CRGA. The Conference, which meets every two years, appoints the Director-General who is the Chief Executive Officer of SPC.
6. The Committee of Representatives of Governments and Administrations (CRGA) is a committee of the whole of Conference. It meets at senior officials' level with representatives drawn from ministries or departments of foreign affairs. CRGA has a dual role, providing oversight of SPC's technical programmes in addition to having a role in policy governance. In the years that Conference does not meet, CRGA is empowered to make decisions on behalf of Conference.

Delineation of the roles of the Director-General and Conference

7. The Director-General is the Chief Executive of the Secretariat of the Pacific Community. She/he is solely responsible for the leadership and management of the organisation and is fully accountable to the Conference for the outcomes achieved or otherwise. He/she leads and manages the organisation within the policy framework and guidelines set by the Conference and its standing committee, CRGA. This includes abiding by the conditions of service laid down in the Secretariat's Staff and Financial Regulations.

Organisational policy and development

8. Organisational policy is not a static concept. Thus, it is an important responsibility of the Director-General to maintain a vibrant policy agenda for the Pacific Community, recommending review and change for consideration by the governing body aimed at keeping the organisation attuned to the volatile nature of its working environment.
9. The Director-General is responsible for ensuring that good communication is maintained, both within the organisation and with the Community's external constituencies. Secretariat staff are to be made fully aware of all executive decisions, in terms of both substance and rationale.
10. The Director-General sets annual objectives for both the SPC executive and for the organisation as a whole and is fully accountable for the results achieved.

Performance review of the Director General

11. The Director-General's performance will be reviewed annually by a CRGA standing committee of three members, comprising the previous, current and next chairpersons of CRGA. The review will be based on the organisation's performance management system, which applies to all staff. The outcome of this annual review will be tabled at the full meeting of CRGA (and Conference in the years it meets) for consideration.

Appointment of staff

12. The Director-General is directly responsible for appointing all SPC staff, based on approved selection processes. This includes the appointment of all members of the executive – currently the Deputy Directors-General and Directors of all divisions.
13. The Director-General is responsible for the maintenance of staff quality by ensuring that objective, merit-based selection methods are followed as set out in the Staff Regulations. The achievement of a good balance between islander and non-islander appointments is the responsibility of the Director-General.

Performance assessment of staff

14. The Director-General is responsible for evaluating the performance of all members of the executive using the agreed organisational performance management system. Each divisional director is responsible for evaluating the performance of individual staff in the respective divisions in the first instance and presenting the information to the organisation's human resources (HR) section and then to the Executive Committee. Renewal of staff contracts at SPC is contingent on the outcome of performance assessments.

Governing body meetings, financial security and organisational property

15. The Director-General is responsible for the organisation and servicing of meetings of the Secretariat's governing body, the Conference of the Pacific Community and CRGA. This includes the timely preparation and circulation of agendas and associated documentation.
16. The Director-General is responsible for the organisation's financial security, including the preparation and revision of the Secretariat's annual budgets, monitoring of expenditure and cash flows throughout the year, and supervision of the annual audit of the Secretariat's accounts.
17. The Director-General is responsible for identifying and pursuing opportunities for increasing the effectiveness and efficiency of Pacific Community expenditure, work programmes and administrative structures.
18. The Director-General is responsible for protection, inventory control and safe custody of all Secretariat property and for ensuring that such property receives proper care and maintenance.

Work programme and annual reports

19. The Director-General is responsible for the quality and relevance of the Secretariat's work programmes and will ensure that they address the priorities of Pacific Island countries and territories (PICTs), as expressed in SPC's programme, divisional strategic plans, SPC's corporate plan and the Pacific Plan, to achieve the organisation's four key result areas – sustainable human and social development, sustainable natural resources management and development, sustainable economic development, and 'an efficient and effective organisation with the required capability and partnerships to provide optimum services to members'.
20. The Director-General is responsible for the timely preparation of an annual report to member governments and territories covering the Secretariat's programme activities and financial operations.

National, regional and international relations

21. The Director-General is responsible for maintaining good relations with all member governments and administrations of SPC and ensuring they are kept informed of developments within the Secretariat in between governing body meetings.
22. The Director-General is responsible for developing and maintaining cooperative working relationships with all Pacific regional organisations, acknowledging the regional political leadership of the Pacific Islands Forum and taking advantage of the CROP mechanism to achieve coordination of activities and avoidance of wasteful duplication in work programmes.
23. The Director-General is responsible for leading and developing good relationships with development partners and funding organisations, including metropolitan members of the Pacific Community and other international organisations working in the region. She/he will be required to chair annual planning meetings with the Secretariat's key donors.
24. The Director General is responsible for protecting and enhancing the image of SPC and the region it serves at the regional and international level and for exploring opportunities to further enhance this image, including through developing new partnerships and seeking new resources to support the development agenda of PICTs.

Selection criteria

25. The following **essential selection criteria** (a–i) for the position of Director-General were established by the 36th South Pacific Conference in Saipan in 1996. In addition, it is important to acknowledge that much change has taken place since 1996 and that both the region and SPC has been subject to this change, thus necessitating some additional essential selection criteria (j–n).

The candidate:

- a. has an appreciation of the key technical and regional issues;
 - b. is sensitive to the needs of the organisation and of the region;
 - c. has technical experience in areas relating to the purpose of the organisation;
 - d. understands the geopolitical aspects of the region;
 - e. is a good manager of research, technical and administrative staff;
 - f. has excellent leadership qualities;
 - g. is a good communicator both within and outside of the organisation;
 - h. can work well with donors;
 - i. can formulate and articulate a vision for the organisation;
 - j. is conversant with the changes currently occurring in the region that impact on the nature and role of SPC and the services it delivers to members;
 - k. is conversant with the new architecture for regional institutions and SPC's place in assisting the region to move forward;
 - l. is of good character, standing and integrity, and able to command the respect of members and partners;
 - m. is able to demonstrate dedicated effort and commitment to the development of Pacific Island countries and territories;
 - n. is conversant with the principles of organisational change, organisational restructuring and change management.
26. Applicants for the position of Director-General are required to address these specific criteria (paragraph 25) in a written application, with particular attention given to a description of their visionary guidelines for the organisation's future. Applicants must also consider the important information presented in paragraphs 1 to 24 above.

Specific advantages (desirable criteria)

- a. SPC operates in two official languages, French and English, so a sound, working knowledge of both languages would be an important advantage.
- b. Given the nature of the selection criteria, Pacific Island-born candidates have an advantage given their knowledge of the Pacific region, its developmental needs, its languages and its cultures.
- c. SPC makes extensive use of ICT systems for operating and communicating. Computer literacy is an important advantage.
- d. Candidates must relate positively to SPC's organisational commitment to gender equity.

SALARY, TERMS AND CONDITIONS

SALARY AND ALLOWANCES

The salary for this position will be in the range SDR 9,204 – 13,605 per month, (equivalent to XPF 1,307,029 – 1,931,971 per month at the prevailing exchange rate of 1 SDR = XPF 142) in Band 18 of the SPC salary scale for professional staff based in Noumea, New Caledonia. An offer of appointment for an initial contract would be expected to be made in the lower half of this range.²

In addition, an establishment grant will be payable to non-residents of New Caledonia. Where appropriate, other allowances such as education allowances may be paid. SPC emoluments are not subject to income tax in New Caledonia at the present time

TENURE

The appointment will be for an initial term of two years with the opportunity for two extensions, each of two years duration, dependent on the outcome of performance reviews.

DUTY STATION

Noumea, New Caledonia

ACCOMMODATION

The successful applicant will be provided with a furnished residence in Noumea and an official vehicle.

LEAVE

Leave will accrue at the rate of 25 working days per annum of active duty. There is no mid-contract leave for the Director-General's position, only an end of contract home leave in between each contract.

SICK LEAVE

Thirty working days per annum.

MEDICAL BENEFITS

SPC's Staff Medical Insurance reimburses doctors' fees, cost of prescribed medicines, surgical and hospital costs, etc., up to certain percentages and limits. Supplementary medical insurance is available to increase these percentage reimbursements and limits.

PROVIDENT FUND

The appointee will be eligible for membership of SPC's Staff Provident Fund. Staff members contribute eight per cent of base salary to which SPC adds a matching contribution.

² As a comparison the rate when the incumbent was recruited is SDR 4,528 – 6,580 per month, (XPF 664,258 – 965,286 per month).

FARES AND REMOVAL EXPENSES

For an appointee recruited outside of New Caledonia, airfares by the most direct and/or economic route for the appointee and recognised dependants, and reasonable removal expenses by sea of personal and household effects, will be met by the SPC on appointment and termination.

COMPUTING ENVIRONMENT

SPC has a standardised computing environment based on Microsoft Office running under Microsoft Windows.

SMOKE-FREE ENVIRONMENT

Smoking is not permitted in the work place

EQUAL OPPORTUNITIES

SPC is an equal opportunities employer. Recruitment to SPC staff vacancies is based entirely on merit, but in cases where two shortlisted candidates are judged to be of equal rank by the Selection Committee, preference will be given to Pacific Island nationals.

ADDRESS

Applications should be addressed to the Director-General, Secretariat of the Pacific Community, BP D5, Noumea Cedex, New Caledonia, **to arrive by 31 May 2011.**

Applicants should provide full personal details, describe their qualifications and experience, and explain how these suit them for the specific requirements of the advertised position. Relevant previous appointments, present position and salary, and the names and addresses (including telephone, fax and email) of three referees should also be provided. Testimonials may be provided with the application, but are not necessary and will not be considered a substitute for confidential referee's reports, which will be commissioned directly by SPC.

Applications may alternatively, or additionally, be submitted by email to spc@spc.int, preferably in Microsoft Word.

More can be learned about SPC through its website <http://www.spc.int>.
