



**SIOFA | APSOI**

Southern Indian Ocean Fisheries Agreement  
Accord relatif aux Pêches dans le Sud de l'Océan Indien

## **Southern Indian Ocean Fisheries Agreement**

### **EXECUTIVE SECRETARY**

#### **VACANCY NOTICE**

<b>POSITION TITLE:</b>	Executive Secretary
<b>KEY FUNCTION:</b>	To ensure the efficient and effective operation of the Southern Indian Ocean Fisheries Agreement (SIOFA) Secretariat
<b>LOCATION:</b>	Saint-Denis de La Réunion, La Reunion Island, France
<b>DURATION:</b>	Fixed term: 4 years with the possibility of one renewal
<b>SALARY RANGE:</b>	The Executive Secretary's remuneration is expected to be in the range of the United Nations salary scale for a P4 or P5 agent

#### **Context**

The Southern Indian Ocean Fisheries Agreement (SIOFA) was signed in Rome the 7th July 2006 and entered into force in June 2012. To date, SIOFA has nine Contracting Parties, Australia, the Cook Islands, the European Union, France on behalf of its Indian Ocean Territories, Japan, the Republic of Korea, Mauritius, the Seychelles and Thailand, and one cooperating non-Contracting Party, Comoros.

The first Meeting of the Parties, the Agreement's decision-making body, was held in Australia in October 2013. The second Meeting of the Parties, held in Mauritius in March 2015, agreed to base the Headquarters in La Réunion, a French Department and outermost region of the EU, in the Indian Ocean.

The objectives of SIOFA are to ensure the long-term conservation and sustainable use of the non-tuna fishery resources in the SIOFA Area through cooperation among the Contracting Parties, and to promote the sustainable development of fisheries in the Area. SIOFA has regulatory powers to adopt Conservation and Management Measures (CMMs) that are binding on Contracting Parties. To date 11 CMMs aimed at achieving the objectives of SIOFA have been adopted are available on the SIOFA website <http://apsoi.org/cmm> .

A copy of the Southern Indian Ocean Fisheries Agreement, the SIOFA Rules of Procedure and other basic documents can be downloaded on the SIOFA website here <http://apsoi.org/about-siofa/basic-documents> and Terms of References for SIOFA Committees and working groups can be found here <http://apsoi.org/about-siofa/tor> .

## **Purpose**

The purpose of the position is to ensure the efficient and effective operation of the SIOFA Secretariat based in La Reunion. The Executive Secretary will be accountable to, and report to, the Meeting of the Parties.

## **Salary range and benefits**

The Executive Secretary's remuneration is expected to be in the range on the United Nations salary scale for a P4 or P5 agent.

The Executive Secretary will benefit from provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations of 21 November 1947 (subject to specific exceptions to the FAO provided in Annex 2). These privileges and immunities granted to the SIOFA are realized in a headquarters agreement between France, as the host State, and SIOFA.

## **Qualifications and prior experience**

The prospective candidate should have:

- University-level qualifications, preferably at post-graduate level, in a relevant field. Relevant fields include fisheries management, marine biology, economics, international law and/or international relations.
- 7 to 10 years relevant experience in fisheries management policy or policy formulation and implementation or multilateral relations.
- The ability to exercise a high degree of professional initiative and autonomy.
- Experience in the organization of international meetings, staff management, as well as the preparation and management of budgets, working documents and reports.
- High level diplomatic and representations skills to represent the organisation regionally and internationally as required; an excellent command of English. Preference may be given to candidates who also have a good working knowledge of French.
- Other essential requirements include competence in the selection of staff.
- Desirable requirements include: a high degree of adaptability and ability to cooperate effectively with people of different nationalities and of various social and cultural backgrounds and education levels, as well as experience on fisheries related issues.

## **Functions and duties**

The functions of the Executive Secretary are described in the Southern Indian Ocean Fisheries Agreement (SIOFA) Rules of Procedure, as follows:

### **Rule 9 – Executive Secretary's functions and duties**

1. The Executive Secretary shall assist the Meeting of the Parties and its subsidiary bodies in fulfilling their respective tasks.
2. The Executive Secretary shall:

- a) have full power and authority over the Secretariat subject to the general supervision of the Meeting of the Parties and within the provisions of any staff regulations;
  - b) receive notifications of the designated representatives, alternate representatives, experts and advisers at meetings and report thereon to the Meeting of the Parties as required;
  - c) maintain a list of the Official Contacts;
  - d) perform all duties assigned to him or her in the Financial Regulations;
  - e) delegate to Secretariat staff any administrative duties as he or she may consider necessary for the effective implementation of his or her responsibilities in accordance with any staff regulations to be agreed by the Meeting of the Parties;
  - f) manage the collection and sharing of data and information in accordance with standards, rules and procedures determined by the Meeting of the Parties pursuant to Article 6(1)(f) of the Agreement;
  - g) keep the Meeting of the Parties informed of any issues or matters which may be of interest to them;
  - h) communicate with other relevant regional fisheries management organisations / arrangements; and
  - i) perform such other functions as may be assigned to him or her by the Meeting of the Parties.
3. While holding this position, an Executive Secretary shall not perform the duties of a representative, alternate representative, expert or adviser of a Contracting Party or a participating fishing entity.

### **APPLICATION**

Candidates are invited to submit applications in English in electronic format to the SIOFA Secretariat no later than 1<sup>st</sup> June 2019 to the following address:

Mr Jon Lansley  
Executive Secretary  
Southern Indian Ocean Fisheries Agreement (SIOFA/APSOI)  
C/O DAAF, Bâtiment B  
Parc de la Providence  
97489 Saint-Denis Cedex  
La Réunion

Email: [jon@siofa.org](mailto:jon@siofa.org)

The applications shall include the following:

- cover Letter;
- curriculum Vitae;
- list of publications, if available;
- copies of academic and other relevant professional certificates (please provide English translation if applicable); and
- three references from persons with a recent knowledge of the applicant's character, qualifications and experience (at least one referee should have a recent knowledge of the candidate).

Applications submitted by mail or in another language will not be accepted.

Each applicant will be notified by the SIOFA Secretariat by electronic means that their application has been received.

### **SELECTION OF THE EXECUTIVE SECRETARY**

Candidates will be ranked in order of preference by Contracting Parties. The candidates with the three highest scores will be shortlisted. Candidates who are not included on the final shortlist will be notified by email that their application has not been successful.

The three short-listed candidates will be notified by the Secretariat by 9<sup>th</sup> June 2019 and will be invited for an interview at the Sixth Meeting of the Parties (MoP6) to take place in Mauritius on the 1<sup>st</sup> July 2019. Short-listed candidates may request reimbursement of transportation expenses (including economy class return airfares, accommodation and incidentals) to the Secretariat. Candidates must provide evidence of expenditure.

Interviews will be conducted by the Heads of Delegations attending the next Meeting of the Parties. 45 minutes will be allocated for each candidate. Each candidate will have an opportunity to make a short (5 to 10 minutes) presentation during his or her interview. The remaining time will be used for a questions and answers session. All candidates will be asked the same questions. Questions will be determined by the Heads of Delegation before the interview and shared with candidates one hour prior to the interview.

The chosen candidate will be notified without delay. Contract negotiations, to include a starting date, with the successful candidate are expected to be concluded before the close of MoP6 (5<sup>th</sup> July 2019), according to terms agreed by the Meeting of the Parties. The Selected candidate is expected to take up post on or around 1<sup>st</sup> September 2019, or preferably within a period of three months of appointment, depending upon current contractual obligations.

For further information please contact SIOFA Executive Secretary on [jon@siofa.org](mailto:jon@siofa.org) .