



THE APPOINTMENT OF THE DEPUTIES EXECUTIVE DIRECTOR OF REGIONAL SECRETARIAT OF CTI-CFF

THE 11TH CTI-CFF SENIOR OFFICIALS' MEETING (SOM), 2015

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BACKGROUND

- Recognizing the crucial role of the Deputies Executive Director positions, namely Corporate Services and Program Services in supporting the Executive Director, the vacancies of both position required to be occupied immediately
- The recommendations on the process and authority for recruitment of the said vacant position was proposed by Regional Secretariat to CTI COM on 30 June 2015 to seek their further approval

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The Scope of Work of the Deputies Executive Director based on the provision on Regulation 5 of CTI-CFF Staff Regulations

- **The Deputy Executive Director for Corporate Services:**
 - a. Shall be responsible for providing general services to the Parties for promoting the work of CTI-CFF and any other decision as may be agreed by the Parties; and
 - b. Shall be responsible for the management of the general affairs of the CTI-CFF for the proper functioning of the Secretariat, including:

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- secretariat responsibilities for meetings;
- Parties services;
- business services;
- human resources;
- financial affairs including auditing;
- information technology and communication management, including maintenance of archives, databases and website;
- infrastructure maintenance;
- support to working groups; and
- general administration and system management.



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- **Deputy Executive Director for Programs** shall be responsible for developing and managing programs for the implementation of the Regional Plan of Action, including:
 - liaise, and develop networks between CTI-CFF and CTI Partners and other stakeholders;
 - facilitate the inclusion of cross cutting issues into CTI-CFF Programs;
 - manage public relations, outreach and marketing;
 - facilitate mobilization of resources;
 - coordinate monitoring and evaluation of CTI-CFF programs;
 - coordinate capacity development activities in support of CTI-CFF programs and goals; and
 - coordinate information and knowledge management relevant to CTI-CFF programs and goals.



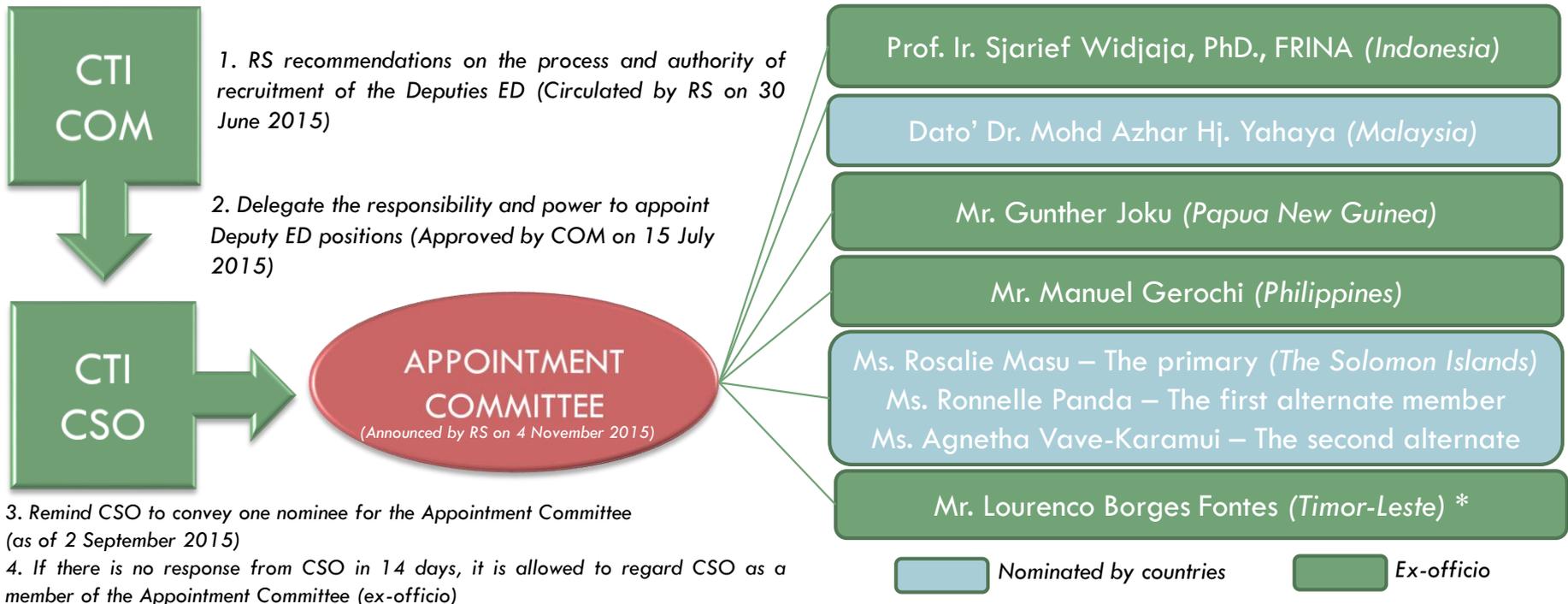
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LEGAL BASIS OF THE APPOINTMENT

- Article 7 “Deputy of Executive Directors” of the Agreement on the Establishment of the Regional Secretariat of the CTI-CFF
- Regulation 7 “Recruitment Policy for the Executive Director and Deputy Executive Directors” of the Staff Regulations

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PROCESS OF THE ESTABLISHMENT OF THE APPOINTMENT COMMITTEE



Recruitment Mechanism for DED CTI-CFF

Assemble Team & Define Criteria

2 Dec '15

- Start the assemble of Appointment Committee (AC)
- Define criteria for DEDs' requirements*

Publish Vacancy & Collect Applicant

- Publish vacancy
- Collect all data applicants
- Propose shortlist applicants

Selection & Submit Candidate

- Arrange the schedule
- Interview candidates
- Submit nominee

CSO/COM Meeting

CSO/COM meeting to determine the nominee to fulfill the position

Placement

- Letter of Offer
- Sign Working Agreement
- Placement incumbent

Approximate Time :

4 weeks

4 weeks

6 weeks

4 weeks

*) RS will provide TOR of DED to AC within 2 weeks after SOM-11

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CONCLUSION

- Acknowledge and appreciate the progress of recruitment process and the establishment of the Appointment Committee regarding the appointment of Deputies Executive Director provided by the Regional Secretariat in collaboration with CTI COM and CSO
- Task the Appointment Committee to finalize the recruitment process of the Deputies Executive Director of CTI-CFF Regional Secretariat in timely manner with support from the Regional Secretariat
- To expect the completion of selection process may be done within 4 (four) months by the Appointment Committee



QUOTES

“The best preparation for tomorrow is doing your best today.”

- H. Jackson Brown, Jr. -





Terima kasih – Maraming Salamat – Terima Kasih – Tagio Tumas –
Obrigado – Tank iu



**CORAL TRIANGLE
INITIATIVE**

ON CORAL REEFS, FISHERIES AND FOOD SECURITY

