



Submitted by: Chair of the Evaluation Committee
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Arms Trade Treaty
Second Conference of States Parties
Geneva, 22 – 26 August 2016

Selection Process of the Head of the ATT Secretariat (Draft Report)

Draft report

Selection Process of the Head of the ATT Secretariat

I. Context

The Extraordinary meeting of the Conference of States Parties to the ATT, held on 29 February, 2016, mandated the Evaluation Committee to proceed with a merit-based recruitment process to secure a candidate for the Head of Secretariat (see ATT/CSP2/2016/EM/6, paragraph 25). The Evaluation Committee consisted of the Members of the Management Committee (Côte d'Ivoire, Czech Republic, France, Jamaica and Japan) and the Members of the Bureau (Costa Rica, Finland, Montenegro, New Zealand and Nigeria). The Evaluation Committee appointed, as its Chair, Costa Rica, and as its Rapporteur, the Czech Republic.

The Evaluation Committee worked in full transparency while preserving the confidential nature of the selection process. This process consisted of the following phases: issuance of vacancy announcement, pre-selection of candidates, selection of short-list of 5 candidates, interviews of the shortlisted candidates, identification of the highest-ranked candidate and report to the President of Second Conference of States Parties with the recommendation of the highest-ranked candidate.

The Evaluation Committee decided to seek the assistance of the Secretariat of the Geneva Centre for the Democratic Control of Armed Forces (DCAF) for the selection process. This assistance was facilitated by the Swiss Government.

II. Timeline of the process

The Evaluation Committee commenced its deliberations and agreed on the timeline and on the structure of the selection process during meetings held on 6, 14 and 21 April 2016. The timeline aimed at securing a candidacy for timely consideration by the 2nd Conference of States Parties.

The timeline set by the Evaluation Committee was as follows:

	Deadline
Staff policy documentation adopted by silence procedure	22 May
Final version of the Vacancy Announcement	19 May
Publication of the Announcement on various websites	23 May
Deadline for application	24 June
Pre-selection by the DCAF Secretariat on the basis of fulfilling the criteria	24-30 June
Establishing the shortlist	21 July
Interviews with the shortlisted candidates	27- 28 July
Decision on recommendation	29 July
Report by the Evaluation Committee to the President of 2CSP	5 August

III. Vacancy announcement

The vacancy announcement was published on 23 May on the UNDP web portal, the ATT web portal and DCAF website. The announcement was based on: the Directive of the States Parties to the Secretariat of the Arms Trade Treaty; the vacancy announcement for the interim head of secretariat adopted in the preparatory process to the 1CSP in July 2015, and the practice of various treaty regimes (e.g. Ottawa Convention, Convention on Cluster Munitions) with regard to the similar recruitment standards and processes.

The vacancy announcement is attached as an Annex to this Report.

IV Assessment Process

During the month of June 2016, the Evaluation Committee discussed and agreed on the most appropriate structure and specific parameters for assessing the candidates. It was agreed that the

assessment would be based on a process that combined assessment of Curricula Vitae and cover letters with interviews of the short-listed candidates only.

A total of 92 applications were received in response to the vacancy announcement. Of these, sixteen (16) applications were pre-selected as meeting the criteria outlined in the Vacancy Announcement. These 16 candidates were then ranked by the Evaluation Committee according to the previously-agreed parameters. On 21 July, the Evaluation Committee met to decide on the short-listing of candidates. A short-list of five (5) candidates was selected, based on the highest scores obtained from amongst the group of 16 candidates. These five candidates were interviewed between 27 and 28 July, with logistical support from the DCAF Secretariat. During 27 and 28 July the Evaluation Committee interviewed the 5 highest ranked candidates. Two interviews were conducted by Skype and three interviews were conducted in person. The interviews were preceded by a meeting of the Evaluation Committee on 26 July, to finalize the arrangements and parameters for the conduct of the interviews.

V. Recommendation

On 29 July, the Evaluation Committee met to consolidate and discuss the scores given by its members to each of the five short-listed candidates for their interviews and overall ranking.

After its deliberations, the Committee decided to recommend to the President of the Second Meeting of the Conference of States Parties, Mr. Dumisani Dladla (a national of South Africa), who was the highest ranked candidate, to serve as Head of the Secretariat of the Arms Trade Treaty, starting from 1 December 2016.

The Evaluation Committee was impressed by the high calibre of all candidates short-listed for the position; in particular, the passion and commitment displayed toward the purpose of the ATT, as well as the vast knowledge and experience demonstrated in the area of implementation of the Treaty and in the broader sphere of arms control. The Evaluation Committee places on record its deep appreciation for the support received from the Secretariat of DCAF during the entire selection process.

Annex

Posting Title: Head of Secretariat for the Arms Trade Treaty
Duty Station: Geneva
Length of Mandate: 4 years (renewable once)
Start date: 1 December 2016
Posting Period: 23 May 2016 – 24 June 2016
Level: P4
Salary level: range starting at 183 064 CHF (annual gross)

Vacancy announcement

Head of Secretariat for the Arms Trade Treaty

The Arms Trade Treaty calls for the establishment of a Secretariat to assist States Parties in the effective implementation of the Treaty. The Treaty specifies that the Secretariat shall be adequately staffed and that staff shall have the necessary expertise to ensure that the Secretariat can effectively undertake the responsibilities outlined in paragraph 3 of Article 18. Applicants are now invited for the position of Head of the Secretariat of the Arms Trade Treaty.

Applicants will be evaluated by an Evaluation Committee, comprising members of the Treaty's Management Committee and Bureau, which is mandated to identify a candidate for the Head of Secretariat for consideration by the Second Conference of State Parties. The Head of Secretariat would commence service in the position from 1 December 2016.

Responsible to the States Parties of the Arms Trade Treaty and under the supervision of the President of the Conference and management committee, the Head of the Secretariat will manage the following responsibilities:

Duties and Responsibilities

In accordance with the Directive of the States Parties to the Secretariat of the Arms Trade Treaty as agreed in the document ATT/CSP1/CONF/3 on 25 August 2015 shall perform, among others, following duties:

- Preparing, organizing and ensuring the smooth running of meeting, including sessions of the Conference of States Parties, and meetings of subsidiary bodies;
- Facilitating communication between States Parties and the circulation of information and documents, especially by creating and maintaining a list of points of contact;
- Advising and supporting the presidency and office holders of the Conference of States Parties during sessions of the Conference of States Parties and intersessional periods;
- Keeping records and documentation from meetings and communicate the decisions and outcomes of these meetings to the States Parties as necessary;

- Receiving, passing on and keeping the reports submitted by States Parties, in accordance with the indications given by each State Party;
- Liaising, as necessary, with the relevant international organizations on the work carried out in the framework of the Treaty
- Perform other duties as decided by the Conference of States Parties.

Competencies

Corporate Competencies:

- Demonstrates integrity by values and ethical standards;
- Promotes the vision, mission, and strategic goals of the ATT;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Professionalism

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects;
- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration;
- Ability to lead the implementation of new systems, and affect staff behavioural/ attitudinal change.

Management and Leadership

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholder and responds positively to feedback;
- Consistently approaches work with a positive, motivated and constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Leads teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrates strong oral and written communication skills;
- Proven networking, team-building and organizational skills;
- Demonstrates good judgment and decision-making skills.

Required Skills and Experience

Education

- An advanced university degree in international development, public administration, business administration, law, public policy or other relevant fields of study. A first level university degree in combination with a minimum of seven (7) years' relevant experience may be accepted in lieu of the advanced university degree.

Experience:

- 8 years of relevant experience in governmental, intergovernmental or civil society organizations in a multi-cultural setting. Previous experience in other multilateral diplomatic processes is preferred. Experience in arms control and/or arms trade regulation is preferred.
- At least 3 or more years of senior-level management responsibilities of similar size

and complexity.

- Previous experience in planning and coordination of conference services is an asset, including provision of high quality substantive, process and logistics support, preparation of official documents and other inputs and outputs.

Language requirements:

- Strong written and oral communication in English;
- A strong written and spoken skill in other UN languages is an asset.

As an international treaty regime adopted by the UNGA, the ATT is committed to diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated in confidence.

Applications which consist of a CV and a motivation letter should be sent to att.recruitment@dcaf.ch no later than 24 June 2016.

Donnelly

Katy Donnelly
(New Zealand)

[Signature]

Patrick Gbemudu
Nigeria

CHERRYL GORDON

[Signature]
(JAMAICA)

MG ROBLET (FRANCE).

[Signature]

[Signature]
(CZECH REPUBLIC)

Tamara Brajevic
MONTENEGRO

Republique de Côte d'Ivoire

BANBA *[Signature]*

[Signature]
JAPAN
(SATOSHI OMINATO)

[Signature] Titto Maja

Finland

[Signature]

Elayne Whyte G.
COSTA RICA
CHAIR.