

Hiring Procedures for the Executive Director

The Commission:

- a) approved the Request for Applications for the position of Executive Director (Attachment);
- b) directed that applications or inquiries be submitted to the President of the Commission through the Secretariat no later than **December 31, 2021**;
- c) agreed to establish a Selection Committee composed of one delegate appointed by each of five Contracting Parties by **December 31, 2021**;
- d) agreed that immediately after the closing date for applications, the President should transmit to the Selection Committee a list of all applications received and a copy of all qualified applications. The Selection Committee will prepare a list of not less than two or more than five of the most suitable applicants by **March 1, 2022**, and invite them to an interview during the 2022 Annual Meeting of the Commission; and
- e) the Selection Committee will make and announce its recommendation regarding the Executive Director at the 2022 Annual Meeting. The Commission shall make its decision at that time.

Request for Applications for the Position of Executive Director of the North Pacific Anadromous Fish Commission (NPAFC)

Applications are invited for the position of Executive Director of the North Pacific Anadromous Fish Commission. The term of the Executive Director shall be for four years subject to the possibility of one additional term by mutual agreement between the Executive Director and the Commission.

The Convention for the Conservation of Anadromous Stocks in the North Pacific Ocean was signed by Canada, Japan, Russia, and the U.S.A. on February 11, 1992. The Convention entered into force on February 16, 1993. The Republic of Korea acceded to the Convention on May 27, 2003. The purpose of the Commission is to promote the conservation of anadromous stocks on the high seas of the North Pacific Ocean. Under the Convention, directed fishing for salmon and steelhead trout is prohibited on the high seas of the North Pacific Ocean. In addition, the incidental taking of these fish is to be minimized to the maximum extent practicable. The retention on board a fishing vessel of anadromous fish taken as an incidental take is prohibited and any such fish is to be returned immediately to the sea. The Parties also agree to take appropriate measures to prevent trafficking in anadromous fish taken in violation of the prohibitions provided in the Convention, and to penalize persons involved in such trafficking.

The NPAFC is a designated international organization in its member countries. This means the organization, delegates, and staff have certain privileges and immunities granted by the national governments. In Canada, the NPAFC designation is through Order in Council SOR/94-562 under the authority of the Foreign Missions and International Organizations Act. The Headquarters Agreement between the Government of Canada and the NPAFC was done at Ottawa, October 29, 1993, and at Vancouver, November 3, 1993 (CTS 1993/16), as amended by the Exchange of Notes between the Government of Canada and the NPAFC, constituting an agreement amending the Agreement, done at Ottawa, May 15, 1997, and at Vancouver, May 27, 1997 (CTS 1997/14).

The Commission and its main bodies - the Committee on Scientific Research and Statistics, the Committee on Enforcement and the Committee on Finance and Administration - meet annually, and more often if necessary.

The Secretariat is located at the #502, 889 West Pender Street, Vancouver, British Columbia, V6C 3B2, and provides services to the Commission in the exercise of its duties and functions.

Summary Description of the Position

The Executive Director is the Commission's chief administrative officer and must be impartial in promoting and coordinating the interests of all Contracting Parties. The Executive Director provides direction and leadership to the Secretariat towards achieving the Commission's goals and is responsible for the management of the Commission's office and funds, which are at the level of Canadian \$950,000 contributed by the Contracting Parties; conducts business on behalf of the Commission; arranges annual and other meetings of the Commission and its constituent bodies and committees; prepares annual budget estimates and forecasts, annual financial statements, and other documents as required by the Commission; records the proceedings and decisions of all meetings as required; handles correspondence; and prepares an annual report of the Commission for distribution to the Contracting Parties. Publication of the annual report and other publications are a part of the responsibilities of the position. The Executive Director appoints the Secretariat staff to the positions established by the Commission, manages and appraises performance of the staff in accordance with the Staff Rules, guidelines, and budgets.

The Executive Director is responsible for implementation of decisions and recommendations of the Commission in accordance with the provisions of the Convention, Rules of Procedure, and Financial Rules which are posted on the Commission's website <https://npafc.org> and NPAFC Staff Rules.

Annual performance appraisal of the Executive Director will be completed by the President of the Commission in consultation with the Representatives of the Contracting Parties.

Salary and Benefits

The annual salary is set as guided by established Canadian Government public service salaries for equivalent responsibilities depending on qualifications and experience, at salary range of Canadian \$112,300–\$132,100, which is based upon the salary range for the Executive Category, EX-1. The salary is subject to Canadian income tax or its equivalent.

The Commission participates in the Canada Pension Plan, a Group Pension Plan with spouse and survivor benefits and with possibility for early retirement, Group Long-Term Disability Plan, a Group Life Insurance Plan, a Group Medical Insurance Plan, and a Group Dental Insurance Plan.

Payment will be made for moving expenses incurred at the time of appointment and at the end of the appointment by transporting the successful applicant to/from the Headquarters of the Commission. Moving expenses will be in accordance with rules in the Canadian public service. Home leave for an employee hired from outside Canada will be granted once for each full term of appointment, provided more than half of the full term has been served.

Expenses incurred in connection with official travel while employed by the Commission are paid by the Commission. Annual leave and sick leave accrue at rates as for a similar position in the Canadian public service.

Qualifications and Essential Experience

Applicants must be a citizen of one of the Contracting Parties to the North Pacific Anadromous Stocks Convention at the time of assuming office. Applicants must have a university degree or equivalent and significant administrative experience with international fisheries cooperative programs and with fisheries administrators and/or scientists from a number of countries. This experience relates primarily to fisheries administration.

Applicants should also have experience in or detailed knowledge of the operations of intergovernmental organizations, including demonstrated experience in the selection and supervision of staff; experience in the preparation of financial budgets and the management of funds.

Applicants should have experience in the organization of large and small meetings and the provision of Secretariat support, especially to scientific or fisheries enforcement committees and groups.

Applicants must have a good working knowledge of both spoken and written English. Knowledge of the North Pacific region is desirable and proficiency in Japanese, Korean or Russian will be an asset. At least three references are required from persons with knowledge of the applicant's qualifications and experience.

Applicants should ensure that letters of reference are sent to the same address to which applications are submitted and by the deadline shown below.

Applications

Applications should be marked Personal and Confidential and addressed to the President of the Commission.

NPAFC President
c/o NPAFC Secretariat
#502, 889 West Pender St.
Vancouver, B.C. V6C 3B2
Canada
Phone: 1-604-775-5550; Fax: 1-604-775-5577;
E-mail: secretariat@npafc.org

The deadline for receipt of applications is **December 31, 2021**.

It is expected that final candidates will be interviewed at the 2022 Thirtieth Annual Meeting of the Commission that will be held in May 2022. Expenses for finalists who would not otherwise be at the Annual Meeting, will be paid by the Commission.

The expected starting date for the Executive Director will be September 1, 2022.

For Further Information

For additional information or clarification, please address your enquiries to Mr. Vladimir Radchenko, Executive Director, North Pacific Anadromous Fish Commission, #502, 889 West Pender St., Vancouver, British Columbia, Canada, V6C 3B2. Phone: 1-604-775-5550; Fax: 1-604-775-5577; E-mail: vlrad@npafc.org.
