



## NOTIFICATION TO THE PARTIES

No. 2018/026

Geneva, 21 March 2018

CONCERNING:

### Vacancy announcement for the post of CITES Secretary-General

1. As advised by the Secretary-General, John Scanlon, via his message dated 7 February 2018, after serving for eight years as Secretary-General, he will be completing his mandate on 6 April 2018. The Secretary-General's message also outlined the [process](#) for recruiting his successor (see below).
  2. The Secretary-General of the United Nations (UN) appoints the CITES Secretary-General and he/she is employed as a UN Secretariat staff member through the UN Environment Programme (UNEP). The UN Secretary-General will have three or more names presented to him by the Executive Director, one of which must be a man and one of which must be a woman, following a recruitment process that is conducted by the Executive Director. The Executive Director will conduct the recruitment process in accordance with UN personnel rules, which will include advertising the position and establishing an assessment panel to interview short listed candidates and recommend suitably qualified candidates to the UN Secretary-General.
  3. The Executive Director will also follow the procedures set out in the [Memorandum of Understanding](#) between the CITES Standing Committee and the Executive Director, in particular clauses 8-10. Through the MoU, the Executive Director has agreed to:
    - make every effort to recommend a Secretary-General who is acceptable to the Standing Committee, while recognizing that UN personnel rules will govern the recruitment, selection, and appointment;
    - invite the Standing Committee's comments, through the Chair, on candidates for the post, including the short-listing of candidates for the post and comments on the selection of final candidates from any such short list; and
    - invite the Chair to join the assessment panel established by the Executive Director for the identification and recommendation of suitably qualified candidates for the position of Secretary-General.
- The Chair of the Standing Committee represents the interests of the Standing Committee throughout this process, and the Chair keeps the Committee members informed of the process.
4. The UN Environment Programme has now issued the vacancy announcement for the post of Secretary-General of CITES, which has also been posted on the CITES website at: [https://cites.org/eng/vacancy\\_announcement/Secretary-General\\_20032018](https://cites.org/eng/vacancy_announcement/Secretary-General_20032018).
  5. During the period between the completion of the mandate of the current Secretary-General, and the new Secretary-General being in place, Mr. David Morgan, Chief of Governing Bodies and Meeting Services, will be the officer in charge of the Secretariat.