

11th Meeting of the Mediterranean Wetlands Committee

5 July 2012, Bucharest, Romania

Doc MWC11.07

Recruitment process of the MedWet Coordinator

During the 10th Meeting of the Mediterranean Wetlands Committee, 31 May- 3 June 2010, Bastia, France it was decided that “The Coordinator must be given again a key role and prominence within the MedWet Initiative, with a corresponding adjustment of his/ her ToR and remuneration. The selection of a high-level person and experienced for this post must be done by the Steering Group with great care and based on solid references. A six-month probation period must be included in the ToR and implemented strictly”.

According to the last MedWet Terms of Reference, *the Coordinator is appointed by decision of the Ramsar Secretary General¹ with the participation of the MedWet Steering Group and in full consultation with the MedWet/Com.*

Aspasia Dimizas, former MW Development Officer was in charge of contacting and collecting information from key partners in Greece (GWP-Med and UNEP-MAP) and from Tour du Valat in France. The objective of these notes was to help the Steering Group have an overall idea of the process. They are divided in five main categories:

1. Steps for launching the recruitment (announcement in website, interviews of the candidates, evaluation tools)

In general, the above institutions advertise any vacancies on their website, through their mailing list, but also send any announcements to the UN, the EC and to ministries they collaborate with. In addition, they publish their call in free job search engines. In the GWP-Med all recruitments are project-based. In the UNEP/MAP, interviews now take place mostly by telephone conference and less so face to face, unless there are funds available for it. In the case of MedWet, 5,000 € have been allocated for the process.

2. Overall duration to prepare and obtain the necessary legal documents (work permit, visa if non EU candidate)

The process of hiring Mr. Budieri, former MedWet Coordinator took about 3.5 months, although the standard is around 2 months longer for hiring a non-EU citizen (a total of ~5.5 months). In order to hire a non-EU in Greece, it needs to be proven that the EU candidate was not adequate for the position. This requirement needs to be fulfilled by obtaining an official letter of recommendation from the Ministry that states the necessity of hiring the non-EU citizen “for reasons of public interest”. This letter is then used for obtaining a residence permit and work permit. Medical exams in a public hospital are required, yet the waiting list for these can reach up to two months. Other administrative procedures include the following: acquiring a permanent address of residence in Greece, acquiring a VAT number from the Tax authorities, acquiring a residence permit, a work permit and registering under Social Security.

¹ Ref MedWet Terms of Reference in Doc MWC8.5 *New arrangements*

In the case of the UNEP/ MAP (UN rules and procedures) once a candidate has been selected, headquarters take a minimum of 2-3 months to process and make the offer for the contract to be signed. After the signing of the contract, the individual has up to 2 months on their part to move to Greece. Visa arrangements are often done after arrival and after beginning employment, unless there is a strict requirement by the host country. The UN issues a letter to inform the ministry that they are bringing a new member of staff over. With some nationalities, the process can be more difficult and then they try to issue the UN passport before arrival (which is an easy and fast process). Any medical exams are done through accredited UN doctors and not through the host country medical system. In the GWP-Med there is no history of hiring non-Greek nationals.

3. Different scales of remuneration

Remuneration is according to the last MedWet/Com approved budget. For 2012 the gross amount available for all Coordinator-related expenses is € 81,000.00. In the TDV the gross monthly salary of a "Project Leader" is 3500 €/ month, which means a net monthly income of 2700 €, although it is difficult to compare this position with the MedWet Coordinator one. This makes it an annual gross of 42,000 €, and for TDV a total annual cost of 70,000 € approx. In the UNEP the salaries are in US dollars. For staff in Greece, each month there is an official UN exchange rate that is calculated in order for the staff to be paid in Euros.. The head of a programme has a gross salary of \$113,404. In the GWP-Med the Executive Secretary has a gross annual salary of € 40,000 for a full-time position, as mandated from the main offices in Stockholm. However, he can supplement his main salary from projects, which could increase his annual salary to as much as 50%.

4. Taxes, social security and insurances

Paying Greek taxes and Social Security are mandatory under Greek Law. MedWet does not provide any extra insurance of any sort to its staff (e.g. private health insurance).

The UNEP MAP as UN staff are exempt from paying taxes to the country they work in, but part of their salary is taxed by the UN itself internally.

5. Logistics for renting a house, school for candidate's kids

In the UNEP/ MAP relocation costs are the following: the ticket to travel to Greece, some expenses to cover travel from their house to the airport and from the airport to a hotel in the country of arrival. Also, they receive 1 month's worth of per diems to cover their hotel and subsistence costs in Greece, while looking for permanent accommodation. Per diems are about 200 EUR per day, 50% meant to cover hotel expenses and the rest for food and transportation. If the individual finds a home in less than a month, he/she still receives the full month's worth of per diems. Finally, the individual also receives 1 month extra salary for relocation purposes.

In the case of the former MedWet Coordinator relocation costs were covered based on invoices supplied and his flight expenses were also covered by the office. The MedWet Secretariat could offer assistance in renting a house and locating a school for the candidate's kids. UNEP-MAP employees make such arrangements on their own.

Proposed process for the MedWet Coordinator recruitment

After publication and advertising² of the Coordinator position in July 2012, a selection panel should be defined by the Steering Group and approved by the Ramsar Secretary General. The selection panel will establish a short list of candidates to be invited to interviews and will propose to the Steering Group the two top candidates. The interviews should take place in September 2012. This proposal of the 1st and 2nd choice will be then submitted through an email consultation to all the members of the MedWet/Com and finally to the last decision of the Ramsar Secretary General who will appoint one of the two selected candidates.

Until the establishment of the new legal status of MedWet, in legal terms the Coordinator will be employed by the current MedWet Association and his/her contract will be signed by its official representative the Facilitator of the Association.

The position of MedWet Coordinator corresponds also to an executive managerial post with a substantial level of personal initiative taking, engagement, responsibility and accountability. It is expected that the Coordinator acts, leads and coordinates in an independent and pro-active manner, within the framework described in the Terms of Reference. However, when in doubt, the Coordinator needs to search advice and to receive instructions from the Steering Group.

² The Vacancy Announcement will be posted on MedWet's website, on the websites of MedWet wetland centers and IOPs and will be sent by e-mail to MedWet Focal Points, to advertise as they deem suitable.

ANNEX 1.
STAFF APPRAISAL OF MEDWET COORDINATOR CANDIDATES / SEPTEMBER 2012

CANDIDATE'S NAME: _____

STAFF PRESENT: _____

1 = poor

5 = excellent

N/J: not able to judge

Comments

1) OFFICE MANAGERIAL SKILLS					
A) Financial skills					
- ability	1	2	3	4	5
- experience	1	2	3	4	5
B) Interpersonal skills					
- ability	1	2	3	4	5
- experience in managing staff	1	2	3	4	5
C) Clarity in presentation					
- written	1	2	3	4	5
- oral communication	1	2	3	4	5
D) Personal integrity (honesty, etc.)					
- overall impression	1	2	3	4	5
E) Work ethic					
- overall impression	1	2	3	4	5
D) Computer skills					
- Microsoft office	1	2	3	4	5
E) Fitting in/chemistry with staff					
- overall impression	1	2	3	4	5
2) ABILITY TO COORDINATE MEDWET COLLABORATING BODIES & COMMITTEE MEMBERS					
A) Diplomatic, negotiation skills, conflict resolution					
- ability	1	2	3	4	5
- experience	1	2	3	4	5
B) Leadership skills					
- ability	1	2	3	4	5
- experience	1	2	3	4	5
C) Chairing meetings					
- ability	1	2	3	4	5
- experience	1	2	3	4	5
D) Motivational skills					
- ability	1	2	3	4	5
- experience	1	2	3	4	5
E) Working with international partners, organizations					
- experience	1	2	3	4	5
F) Language skills (especially FR & EN)					
- overall ability	1	2	3	4	5
3) BACKGROUND & INTEREST IN WETLANDS, MEDWET					
A) Vision for MedWet's future, ability to implement it					
- quality of answer	1	2	3	4	5
B) Demonstrated success in professional work					
- oral & written appraisal	1	2	3	4	5
- quality of answer	1	2	3	4	5