



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

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FIFTY-FIRST SESSION
16-21 November 2015
Kuala Lumpur, Malaysia

DECISION 5(LI)

MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006

The International Tropical Timber Council,

Recalling Article 14 of the ITTA, 2006;

Noting that the position of Executive Director of ITTO has become vacant on 6 November 2015;

Decides to:

1. Request the Officer-in-Charge to take action to advertise the position, using the text in the Annex to this Decision, in the ITTO Tropical Forest Update and websites of the ITTO, the Collaborative Partnership on Forests and other relevant international organizations and through notification to national governments and international organizations including the United Nations. The advertisement shall be placed by 30 December 2015;
2. Request the Officer-in-Charge to inform applicants to submit their applications to the Secretariat by 30 April 2016 by 17:00 hours (Japan Time). The Secretariat will thereafter inform the focal point of the applicant's country of citizenship, and request the focal point to register any objection to the applicant's further consideration to the Officer-in-Charge within a period of 4 weeks;
3. Establish a panel composed of 6 producer members, and 6 consumer members, to examine the applications and verify the information therein, and agree on an indicative short list of no more than six names. The panel shall meet in Yokohama and finalize its work before 30 June 2016 and shall circulate its report to members by 7 July 2016. The two caucuses shall indicate their respective nominations for the panel by 29 February 2016, taking into account gender balance and geographic representation;
4. Request the Officer-in-Charge to invite all short-listed candidates to the Council at its Fifty-Second Session to make a presentation and be available for informal consultations with Council members;
5. Request the Council to discuss the indicative short list of candidates prepared by the panel and to select the Executive Director at its Fifty-Second Session;
6. Authorize the Officer-in-Charge to transfer an amount not exceeding US\$ 100,000.00 from the Working Capital Account to the Administrative Account to meet the costs of advertising the position of Executive Director, the work of the Panel, and travel costs for short-listed candidates invited to present at the Council in the most efficient and cost-effective manner.

ANNEX FOR DECISION 5(LI) VACANCY FOR THE POSITION OF THE EXECUTIVE DIRECTOR OF ITTO

The International Tropical Timber Organization (ITTO), a commodity organization headquartered in Yokohama, Japan is in the process of appointing a new Executive Director. The ITTO mission is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management of tropical timber producing forests.

The Executive Director is the chief administrative officer of the International Tropical Timber Organization and is responsible to the International Tropical Timber Council for the administration and operation of the International Tropical Timber Agreement, 2006, in accordance with decisions of the Council.

The ITTO explicitly encourages applications from qualified female candidates.

Candidates who are citizens of ITTO member countries with the following qualifications may apply:

1. Competencies

Demonstrates:

- (i) **Professionalism:** Professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- (ii) **Accountability:** Ability to operate in compliance with organizational rules and regulations, to deliver outputs within prescribed time, cost and quality standards.
- (iii) **Communication:** Ability to communicate effectively orally and in writing. Listens to others, correctly interprets messages from others and responds appropriately. Openness in sharing information and keeping people informed.
- (iv) **Networking:** Ability to create and maintain a network of external contacts and coalitions with other relevant organizations, in a manner that enables the ITTO to play a leadership role internationally on matters relevant to its mandate.
- (v) **Leadership:** Experienced in proactively developing goals and strategies to accomplish the organization's objectives.
- (vi) **Vision and innovation:** Creates an environment that fosters innovation and innovative thinking. Empowers others to translate vision into results.
- (vii) **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Monitors progress against milestones.
- (viii) **Ethical standards:** Committed to the highest ethical standards in furtherance of his/her mission and the objectives of the ITTO.
- (ix) **Gender balance:** Committed to promoting equal opportunities.
- (x) **Diplomatic and negotiation skills,** including experience in working with high-ranking government and industry representatives.

2. Professional Experience

- (i) **Managerial experience:** a proven track record and at least 15 years of experience in managing programs, staff and finances, in matters relevant to forestry, trade, environment or other equivalent field with proven experience in strategic planning;
- (ii) **Specific experience:** demonstrated experience in the field of sustainable forest management and timber trade would be a distinct advantage;
- (iii) **International experience:** previous work at the international level and experience in dealing with international organizations; and
- (iv) **Partnership building and fundraising experience:** Demonstrated experience in creating strategic partnerships/networks and promoting initiatives with partner organizations. Demonstrated experience in mobilization of financial resources would be a distinct advantage.

3. Education

Master's or Ph.D. degree in forestry, natural resource management and conservation, economics, business administration, or any other relevant field.

4. Language

Proven ability in both oral and written communication in one of the official languages of ITTO (English, French and Spanish) and preferably a working knowledge in the other two official languages of ITTO. Good command of English would be a distinct advantage.

Salary and Emoluments

Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

Conflict of Interest

Candidates should have no vested financial interest in the timber industry or timber trade and related activities.

Applications

Written applications including a cover letter explaining how the candidate meets the required qualifications, a completed United Nations Personal History form (form P.11), a curriculum vitae and additional supporting materials related to the job qualifications and a recent photo should be received at ITTO headquarters by 30 April 2016 by 17:00 hours (Japan Time). Applications may be submitted electronically or by mail or fax and should be sent to:

Officer-in-Charge
International Tropical Timber Organization
International Organizations Center, 5th Floor
Pacifico-Yokohama, 1-1-1, Minato-Mirai
Nishi-ku, Yokohama, Japan 220-0012
Tel: (81-45) 223-1110
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