

WORLD METEOROLOGICAL ORGANIZATION

**INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION (OF UNESCO)**

DATA BUOY COOPERATION PANEL

DBCP-XXVII/Doc. 11.1
(21-Sep-11)

TWENTY-SEVENTH SESSION

ITEM: 1.1

GENEVA, SWITZERLAND
26-30 SEPTEMBER 2011

ENGLISH ONLY

RECRUITMENT OF THE TECHNICAL COORDINATOR

(Submitted by the Secretariat)

Summary and purpose of the document

This document provides information on the recent developments, and actions undertaken regarding the recruitment of DBCP Technical Coordinator, following the resignation of Ms Hester Viola as of 1 July 2010.

ACTION PROPOSED

The Panel will review the information contained in this report and comment and make decisions or recommendations as appropriate. See part A for the details of recommended actions.

-
- Appendices:**
- A. UNESCO guidelines regarding pre-selection and evaluation
 - B. Text of letter sent to interviewees
 - C. Interview scoring matrix

-A- DRAFT TEXT FOR INCLUSION IN THE FINAL REPORT

11.1.1 The Panel recall the discussion at the previous DBCP Session regarding the recruitment of the new Technical Coordinator of the DBCP following the resignation of Ms Hester Viola in 2010. The Panel reviewed the subsequent actions undertaken by the Chairperson, the Executive Board and the Secretariats to evaluate the candidates for the position and select the current incumbent.

11.1.2 After review of applications by the evaluation committee (comprised of representatives of the UNESCO, IOC, WMO, and the DBCP) in line with the UNESCO guidelines, including interviews of five top candidates, and after the various bureaucratic steps were completed, Ms Kelly Stroker (USA) was finally made a formal offer of appointment on 23 March 2011, accepted the post on 8 April, and effectively started working for the Panel on 29 August.

11.1.3 The Panel expressed its appreciation to IOC for efforts it had made on the Panel's behalf. It also noted that securing sufficient funds at the DBCP Trust Funds, particularly these within the IOC (approximately USD 200,000 / year), is critical to secure this position at IOC, and urged all Panel Members to continue their budgetary contribution to the Trust Fund in Timely manner (**action; Panel; continuous**).

11.1.4 As a regular process, the Panel reviewed the current Terms of Reference (TOR) of the Technical Coordinator, and the arrangements for overall supervision, guidance, training, evaluation and promotion, both now and in the future. This will be also considered for the DBCP Operating Principles, under agenda item 12.2.

-B- BACKGROUND INFORMATION

1. The following information regarding the TC recruitment was reported to the Panel at its previous Session:

- 158 applications were received up until the closing date of 10 August 2010.
- UNESCO Human Resources filtered these down to 52 by excluding these candidates who did not fit the basic criteria for the post.
- The pre-selection committee further reduced this to a 'long list' of 17 candidates (see Appendix A for the relevant UNESCO guidelines).

2. The evaluation committee, consisting of Keith Alverson (IOC Head of Section), Boram Lee (IOC Programme Specialist), John Crowley (UNESCO representative), Etienne Charpentier (WMO Scientific Officer) and David Meldrum (representing Chair, DBCP), met on 15 October 2010 to consider and rank the long list. As a result of this evaluation, and input from the IOC directorate, five candidates were invited to interview on 9 November 2010 (see Appendix B for the text of the letter of invitation), and their references sought.

3. Prior to the interview date, a scoring matrix was devised (see Appendix C), and a list of supplementary question areas identified. Additionally, the opinions of Bob Weller, as OceanSITES co-chair, were sought as to the relevant suitability of the five candidates.

4. Subsequent to the interview process on 9 November, the panel (identical to the evaluation committee) unanimously agreed to recommend to the Executive Secretary of IOC that the TC post be offered to Dr Kelly Stroker (USA).

APPENDIX A

UNESCO GUIDELINES REGARDING PRE-SELECTION AND EVALUATION



Bureau of Human Resources Management
Recruitment and Staffing Section

GUIDELINES

Pre-selection and Evaluation

The recruitment policy contains rules regarding the composition and role of the Pre-selection Committee as well as the Evaluation Panel. In order to ensure the strict adherence to these rules, the following guidelines have been prepared. By applying the rules, the recruiting Sector/Bureau will avoid their final recommendation being returned by HRM and the process restarted.

1. Pre-selection

A Pre-selection Committee, composed of at least **2 members of different nationalities and divisions, preferably from different regions**, designated by the Sector/Bureau should carry out the screening of candidatures. The names of the Committee members should be communicated to HRM/RCS. The Committee is required to:

1. Ensure that all candidatures are carefully examined and retain those corresponding to the requirements of the post. Candidatures from **non- and under-represented** Member States should be excluded only when the education and professional experience do not correspond to the requirements. Candidates from such countries, who possess the technical requirements but have knowledge of **only one of the working languages** of the Organization should, nevertheless, be retained for further evaluation.
2. Complete for each staff member candidate, **not retained**, an individual Evaluation Sheet, which should be part of the final recommendation.

2. Evaluation of retained candidates

An Evaluation Panel, composed of at least **3 members of different nationalities (preferably from different regions), one of who should be from another Sector/Bureau** should be established by the recruiting Sector/Bureau. **The members should be of at least equal grade of the post under study** and they should be capable of assessing the technical competence, including when appropriate, managerial skills. The Panel, chaired by the supervisor of the post (Head of Field Office for posts in the Field), is required to:

1. evaluate in-depth all the pre-selected applications on the basis of competence and merit, bearing in mind the need to ensure an equitable geographical balance in the Sector/Bureau, as well as the geographical representation in the Organization as a whole.
2. from the list of pre-selected candidates select those to be invited for interview and request them to bring their original diplomas (to be copied and certified by you) or

certified copies of their diplomas²⁾ to be included in their candidate file; interview the candidates; check references of at least the first two candidates in the short list as well as other short listed candidates from non- or under-represented Member States; draw up the short list.

The supervisor is responsible for the preparation of the final recommendation, including an evaluation sheet for each one of the pre-selected candidates, to be endorsed by the ADG/Director of Bureau, addressed to DIR/HRM and submitted to the PAB (model attached). The **short list should include**, to the greatest extent possible, **four candidates**, of whom at least **one should be from a non- or under-represented Member State**. **All candidates included in the short list should have been formally interviewed in person by the Panel**. The final report should include the composition of the Pre-selection Committee and the Evaluation Panel (names, functions, grades and nationalities).

As far as possible and for practical reasons, a member of the Evaluation Panel should represent the Bureau/Sector when the post is examined by the PAB.

²⁾ In view of the fact that candidates now apply via Internet, they are unable to attach certified true copies of their diplomas as was previously done.

APPENDIX B

TEXT OF LETTER SENT TO INTERVIEWEES

Interview for the post of DBCP Technical Coordinator, IOC/UNESCO, Paris, 9 November 2010

Dear xxxxx,

Here are a few more details about the interview process on 9 November.

Your interview is scheduled to run from XXXX to XXXX (45 minutes), and although this is a formal process, we plan for the atmosphere to be relaxed so that you may present yourself in the best possible light.

We advise you to arrive about 10 minutes before the interview starts. On arrival at the IOC Headquarters in UNESCO (1 rue Miollis, 75015 Paris, France), please inform the security staff of your name, and submit your passport/identity card. A colleague at UNESCO will guide you to the interview room.

The interview will follow the format below:

1. Presentation (10 minutes. Please keep to the time limit). The theme is "The needs of the DBCP and OceanSITES in terms of international co-operation, and the role of the Technical Coordinator in meeting these needs". We expect you to show evidence of your clear understanding of the topic, and to demonstrate your presentational skills. The interview room will be equipped with basic presentation facilities (computer running Windows XP, MS Office, Adobe Acrobat), so please prepare your talk accordingly and bring an e-copy on a USB memory key or CD. We advise you not to rely on resource-intensive programs or plugins in your presentation, as these might cause problems and/or delays.
2. Question and answer session (30 minutes). We expect you to be able to demonstrate the technical knowledge required for the post, as well as to allow us to understand more about you as a person and how you might fit into the organization as a whole.
3. Your questions to the Evaluation Panel (5 minutes). You will also have the opportunity to ask us any questions you wish.

If you have any further questions, please do not hesitate to contact me. I look forward to meeting you in Paris.

APPENDIX C

INTERVIEW SCORING MATRIX

Topic	Coeff.
Language (mainly English)	20
Ability to learn quickly	10
Commitment	10
Understanding of TC/DBCP role	20
Understanding of TC/OceanSITES role	10
Understanding of user requirements and how they can be met by ocean observing platforms	20
Team work for other WMO-IOC programmes	20
Ability to communicate effectively and negotiate persuasively	20
Understanding on instrument calibration/validation/standardization	10
Ability to develop, run and maintain the system	10
Data management (Argos, GTS, metadata)	10
Question 1	5
Question 2	5
Question 3	5
Question 4	5
Question 5	5
Question 6	5
Question 7	5
Question 8	5
Question 9	5
...	5
TOTAL	210
