



Head of Secretariat Recruitment Terms of Reference

Background

The Oceania Customs Organisation (OCO) represents the interests of 23-member countries in the Pacific region. The OCO will through its activities, performance and actions strive to promote effectiveness and efficiency of Customs administrations in the harmonisation and simplification of Customs procedures, facilitation of trade, law enforcement and building the capacity of members in meeting the development objectives of their Governments.

The OCO will continue to coordinate and foster international and regional cooperation, communication and assistance between its members on all Customs issues to ensure that individual interests and concerns are highlighted to Governments, regional organisations, non-Government organisations, private sector bodies and international organisations such as the World Customs Organization and the World Trade Organisation.

The institutional arrangements of the OCO require that the OCO be supported by a permanent Secretariat. The Head of Secretariat (HoS) is responsible for the overall operations of the OCO Secretariat. The OCO is governed by the members of its 23 administrations who meet annually to develop collective responses to Customs issues in the region and agree to an annual work plan and budget appropriate for the OCO Secretariat.

Purpose

To identify an independent and external recruitment service to support the timely recruitment and selection of the HoS for the OCO.

The product and service required for this engagement are to:

- Record and manage any declarations of conflict of interest by the Selection Panel
- Draft advertisement and position description for the selection panel's approval
- Advertise the vacancy and manage the application process which includes receiving and acknowledging applications
- Be a primary point of contact for applicants
- Identify and encourage high quality candidates to apply
- Identify candidates who fail to meet the selection criteria and notify them.
- Document each recruitment process and ensure relevant documents are provided to the panel
- Record the shortlisting of the applicants by the Selection Panel



- Provide relevant documents required for the interviews;
- Organise interviews;
- Prepare interview assessment of candidates for Selection Panel;
- Conduct in depth referee checks;
- Draft final recruitment report;
- Assist in offer and contract negotiations with successful candidate.

Expected Deliverables and Timeframes

Event	Date
To Advertise	Engagement 14 days
Initial compilation and short list	4 weeks
Interviews	2 weeks
Reference Checks	2 weeks
Draft of final report	2 weeks
Offer letter and contract	3 weeks

Required Qualifications & Skills

The assigned organisation must meet the following specifications:

- Demonstrated success in recruitment of Chief Executive positions
- Strong communication and interpersonal skills
- Flexible, creative, detail-oriented and well organised
- Ability to maintain highest standards of confidentiality and professionalism
- Sound judgment to influence senior managers and be seen as a credible source of advice

Evaluation Criteria

Content of Proposal	Percentage
Proposed Recruitment Methodology	40%
Qualification & Relevant Experience of the Organization/Consultant	25%
Experience of similar work in the Pacific Region/Regional Organization	5%
Fees	30%

Methodology

The consultant will work closely and consultatively with the OCO Steering Committee HoS Recruitment subcommittee in the different stages of recruitment to ensure a fair and transparent selection.



Confidentiality

All the information contained in this document is confidential to the OCO Secretariat and is given on the basis that this confidentiality will be strictly observed by all proposed Tenderers and will not be disclosed to any other party without the prior consent of OCO.