

COMISION INTERAMERICANA DEL ATUN TROPICAL INTER-AMERICAN TROPICAL TUNA COMMISSION

8901 La Jolla Shores Drive, La Jolla CA 92037-1509, USA – www.iattc.org
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Call for Consultancy

Management of Human Resources at the Inter-American Tropical Tuna Commission

The Inter-American Tropical Tuna Commission (IATTC) invites applications of individuals/entities to a on the management of human resources at the IATTC.

The IATTC is the regional fisheries management organization responsible for the implementation of the 2003 Antigua Convention, the objective of which is to ensure the long-term conservation and sustainable use of the stocks of tunas and tuna-like species and other species of fish taken by vessels fishing for tunas and tuna like species in the eastern Pacific Ocean. It is comprised of 21 members (including a regional economic integration organization – the European Union, and a “fishing entity”, Chinese Taipei) as well as a few Cooperating Non-members. More information about the IATTC can be found at www.iattc.org.

The IATTC is therefore an international intergovernmental organization (IGO) established by a treaty and governed by its provisions as well as the relevant applicable rules of international law. As other IGOs it has a permanent secretariat (“Administration”) headed by a Director that it appoints for renewal periods of four years and who, in turn, appoints the members of the staff, including the scientific staff.

Following the recommendations from a recently held performance review of the organization, the Commission has agreed to hire an expert in human resources to carry out a consultancy on the management of human resources at the IATTC.

In view of the nature of the IATTC, it is most important that the expert have a substantial and direct experience with the work of international relations, particularly in relation to the management of their staff and human resources in general.

The results of the consultancy, whose duration would have to be agreed with the expert according to his/her first and general assessment of the situation, will be presented to the Commission, preferably in its plenary, and will allow it to take the appropriate decisions on the basis of the conclusions and recommendations of the final report.

Selection Criteria

As stressed above, the essential criterion for selection of the applicants is the level and quality of their experience regarding the management of human resources in international organizations. A high level and practical experience in human resources departments of such organizations will be considered as an asset. Working knowledge of English is required as well as excellent communication skills, both oral and written, in that language; fluency in Spanish will be considered as an asset.

Terms of reference

The terms of reference of the consultancy must be broad and flexible, since the purpose of the consultancy is to assess the current situation regarding the management of human resources at

the IATTC, reach conclusions and make practical and concrete recommendations based on such assessment and taking into account the best practices in similar organizations.

For illustrative purposes, and without prejudice to the need to focus on and integral management approach, mention should be made of some specific issues that the performance review identified as requiring to be addressed, in addition to its general recommendations to “engage a human specialist to handle the human capital needs of the organization”, the performance review identified some specific issues that require to be addressed, as follows:

- “Determine the human capital necessary to achieve goals and objectives
 - identify core competencies requirements
 - identify training and development needs
- define career paths
- project turnover due to retirements and identify key positions for succession planning
- conduct gap analysis
 - analyze current workforce of the future labor supply
 - identify gaps between human capital needs and current workforce skills and abilities
- identify strategies to reduce turnover and expand applicant pool
- develop “a detailed organization chart shared with all staff depicting the hierarchy and reporting relationships in the organization”
- develop “job titles and descriptions for each position identified in the staffing plan in a manner consistent across the organization”
- assignation to each employee of “annual performance goals” [directly related] to their duties which should be aligned with the strategic goals and objectives”
- “Ensure that staff salaries are competitive compared to peer entities and the regional cost of living.”
- Include annual salary adjustments in the biennial budgeting process to ensure their competitiveness

Without anticipating the results of the initial assessment by the consultant, another example of an area that should require to be worked upon is the review of the current Employee Handbook and particularly issues such as conflict resolution, staff leave reporting, delay working and working from home options, temporary hiring of employees for specific projects, use of physical office space at the premises, etc.

Applications

Applications may be submitted in either English or Spanish and should be sent no later than 31 July 2018, in electronic format to tmusano@iattc.org, or to the following address:

Teresa Musano
Inter-American Tropical Tuna Commission
8901 La Jolla Shores Drive,
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USA

Applications should include the following:

- A cover letter containing a statement of purpose of the application and succinct descriptions of the relevant experiences and abilities of the candidate.
- Curriculum Vitae of the key individual(s) to be involved in the contract work – preferably completing, electronically or in hardcopy, the IATTC personal history form that can be accessed at

<http://www.iattc.org/StaffVacancies/English/IATTC-Personal-History-Form-Bilingual.pdf>

- A list of references with recent knowledge of the applicant's (individual or entity) qualifications and experience that may be contacted by IATTC staff.